

Department: Board of Elections  
Classification: Non-competitive (Pending CS Approval)  
Grade: 4

SPEC DISK EC  
DOCUMENT 14

### ELECTION AIDE

*DISTINGUISHING FEATURES OF THE CLASS:* The work involves responsibility for performing routine clerical work. The work is primarily of a routine nature and involves the performance of standard clerical tasks. The work is performed under general supervision of the Commissioner of Elections as well as the Deputy Commissioner of Elections and senior employees of the department. The incumbent does related work as required.

*TYPICAL WORK ACTIVITIES:* (Illustrative only)

Sorts, files and processes mail;  
Answers phone and gives out routine information;  
Operates office machinery;  
Deployment, setup and breakdown of election equipment;  
Transfers election bags to the town clerks complete with all necessary paperwork;  
During election-monitors equipment and inspectors and assists as needed;

*FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:*

Working knowledge of office terminology, procedures and equipment; ability to understand and follow oral and written instructions; ability to work independently; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

*MINIMUM QUALIFICATIONS:*

Candidates must possess a New York State driver's license and be a registered voter.

Created: 10/28/20