

# City of Revere

## Job Title: Clerk/Typist

**Department:** Elections Department

**Hours:** Monday-Thursday, 8:15 a.m. – 5:00 p.m., Friday 8:15 a.m. – 12:15 p.m.

**Total:** 39 hours/week

**Contract:** Union Position

**Salary:** \$36,796 annual to start. The salary increases after three years of continuous and satisfactory performance.

### **DEFINITION**

The staff member is responsible for the various functions of the Office of the Election Commission. Employee works under the general supervision of the Election Commissioner with strict accordance to the Massachusetts General Law, the Revised Ordinances of the City of Revere, and Campaign Finance Law. The position performs routine to complex administrative and customer service functions assisting the Election Commissioner through the maintenance and administration of the City's Election records and files, registering voters, conducting research, notarizing documents for constituents, preparing documents and mailing labels using the State's Central Voter Registry system, issuing official documents, providing information to Elected Officials, the general public and other city departments. Works under the general supervision of the Election Commissioner following department rules, regulations and policies to complete assigned tasks according to a prescribed time schedule, works independently and turns to the Election Commissioner for guidance.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Regular and ongoing professional interactions with the public that represent the City of Revere.
- General office work, including but not limited to answering the telephone, preparing responses to constituent requests, picking up the mail at the Post Office and the Water department, sorting and delivering the mail, and assisting customers at a counter.
- Notarizing documents for constituents as needed.
- Assist the public, city departments and elected officials by furnishing routine information.
- Research of city records.
- Process mail-in voter registration forms, change of address cards and change of Party cards for voters and process the annual city census.
- Follow up with voters by phone and letter as needed.
- Working with the Election Commissioner and office staff perform all of the duties associated with conducting an Election to include absentee voting, supervised absentee voting at the nursing homes, data entry, filing, producing labels and reports for candidates, and answer basic telephone inquiries regarding Elections.
- Process the Annual City Census mailing by opening, sorting and processing residents/voters changes. Scan forms into the Central Voter Registry System and file all processed forms.
- The day after the Election scan the voting list into the Central Voter Registry system to capture the voter's history and work with the Election Commissioner to perform an audit of the Election.

## **SUPERVISION RECEIVED**

Employee is under the general supervision of the Election Commissioner.

## **PREFERRED QUALIFICATIONS**

- Associates degree
- Bilingual (Spanish preferred)
- Notary Public

## **KNOWLEDGE, ABILITY AND SKILLS**

Knowledge: Knowledge of all aspects of clerical, organizational and communication skills. Knowledge of office procedures, practices and equipment.

Abilities: Ability to exercise independent judgment and maintain confidentiality. Ability to deal effectively, tactfully and appropriately with the general public. Ability to communicate effectively both verbally and in writing. Ability to prepare, type and proof read forms and correspondence. Ability to follow written and oral directions and or instructions. Ability to maintain excellent public and interdepartmental relations. In the absence of the Election Commissioner, to have the ability to work with the Assistant Election Commissioner to oversee and manage the Election Department.

Skills: Skill in dealing effectively with the public. Extensive computer skills with high proficiency in Microsoft Word, Excel and Outlook are required. Skills in the use of computers, printers, copy machines, scanners and the calculator are necessary. The skill to prioritize and multi-task in a faced paced hard-working environment are essential.

## **WORK ENVIRONMENT**

The work is performed under busy office conditions. It can be frequently subjected to a stressful environment and the work load can vary as a result of Election Laws Changes, the Annual City Census mailing, Special Elections, Local Elections and the Senior Work off Program.

The employee has daily interaction with the general public in person and through telephone calls. Communication with the public requires considerable patience, courtesy and discretion in an impartial manner.

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job.

## **PHYSICAL REQUIREMENTS**

This is primarily an office-based job in a dynamic municipal setting. Physical effort is required when testing the equipment, the memory packs and the ballots to ensure that all components are working properly. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. Position requires the ability to assist the public at a counter.

**Send Resumes and cover letter by December 14, 2016 to:**

[Jobs@revere.org](mailto:Jobs@revere.org) or Diane R. Colella, Election Commissioner, City of Revere, 281 Broadway, Revere, MA.02151.