



Job Title: Part Time Clerk Elections Department
Department: Elections
Hours: Flexible Schedule Up to 19 hours per week
Salary: \$17.00 per hour, this is a non-union position

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.

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 logically assigned to the position.

- Regular and ongoing professional interactions with the public as a representative of 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.
- Assists the public in understanding and settling unpaid obligations to the City of Revere.
- Accurately collects and processes payments.
- Maintains an error free record of all transactions.
- Performs other related duties as required.

SUPERVISION RECEIVED:

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.

QUALIFICATIONS:

- Revere residency required. Waiver required for non-Revere residents.
- One to three (3-5) years of general office, administrative and/or customer service experience.
- Associate's or Bachelor's degree preferred.
- Ability to speak Spanish preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Candidate will be expected to learn standard operating procedures utilized by the elections department.
- Knowledge of general office skills and administrative processes.

Abilities:

- Ability to deal effectively, tactfully, firmly, and appropriately with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to process accurate data entry records.
- Ability to formulate excel spreadsheets in order to analysis data.
- Ability to work effectively in a fast paced environment.
- Ability to multi task in a fast paced environment

Skills:

- Skilled in using automated systems and the Microsoft Office suite of products.
- Computer operation, automated data processing and software skills.
- Creative thinking, listening and problem solving skills.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to jobs@revere.org by 5:00 PM Friday, January 18, 2019.