

## Assistant City Returning Officer

---

### **DEFINITION**

This is specialized clerical work assisting the City Returning Officer in activities related to civic elections.

The employee of this class assists the Returning Officer in directing the conduct of civic elections and enumerations. Although the main function of this position is the performance of specialized clerical tasks wherein accuracy is essential, the most important aspect is that of assuming responsibility for carrying out certain phases of the election procedure as delegated by the Returning Officer.

Work involves assisting in the selection and training of a large number of temporary employees engaged in annual enumeration and bi-annual election activities. The incumbent receives detailed instructions from the Returning Officer when duties are first assigned and is then responsible for ensuring that the relevant provisions of the City Act are adhered to without exception. Work is evaluated on the basis of accuracy and the manner in which the objectives of the unit are served.

### **TYPICAL DUTIES** \*

Maintains stock of stationery and equipment as prescribed for use in civic elections; prepares and seal ballot boxes; assembles kits for district returning officers and enumerators.

Screens applicants for enumeration; instructs and trains new personnel; gives direction to temporary clerical staff.

Completes arrangements for polling stations; posts voters' lists; acts as Clerk of the Court at the Court of Revision of Voters' Lists.

Compiles and prepares official statistical population reports showing population distribution in designated categories.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Ability to maintain moderately complex records.

Ability to understand and execute oral and written instructions.

Ability to work arithmetic calculations and tabulations rapidly and accurately.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Completion of the twelfth (12th) school grade; and a minimum of five (5) years experience in general office or clerical work including two (2) years in a supervisory capacity.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

ASSISTANT\_CITY\_RETURNING\_OFFICER\_JOB\_CODE\_0547\_ACTIVE.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0547			
Grade	015			
Originated:	1966			
Last Updated:	1981			
Previous Updates:	1983			