



JOB DESCRIPTION
DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Election Judge Coordinator
JOB NUMBER: 8028
FLSA STATUS: Non-Exempt
GRADE: 109

POSITION SUMMARY

Under immediate supervision; performs work of moderate difficulty assisting the Supervisor of Election Judges in the recruitment, maintenance, scheduling and coordinating the training of the Judge of Election Program; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for completing a variety of tasks including the recruitment, maintenance, scheduling and coordinating the training of Election Judges. Work involves the ability to manage Judge of Election related assignments, in addition to being assigned special projects. Work is performed under the immediate direction of the Supervisor of Judges of Election.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Serves as secondary resource for Judges of Election
- Assists the Supervisor of Election Judges
- Maintains Judge of Election file
- Assists in scheduling for Early Voting, Healthcare, Election Day, and Student Judge assignments
- Assists in the recruitment process for Election Judges
- Coordinates training, testing and scheduling of Judge of Election programs
- Trains temporary personnel
- Receives and resolves complaints in accordance with department policy, practices and procedures
- Compiles data for various mailings and reports
- Analyzes departmental needs and research suggestions
- Performs various clerical duties, e.g. (utilizing standard office equipment, to include: taking incoming calls, taking and transmitting messages, maintaining calendars, keyboarding information into databases, making photocopies, performing data entry, faxing documents, typing, and word processing)
- Assists in Election production
- Maintains regular attendance and punctuality

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjusts work assignments and schedules based on election cycle to participate in election preparation.
- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Department operations, policies and procedures
- Business English, spelling, grammar and punctuation
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

Skill in:

- Various office equipment; copier, facsimile, and scanning devices
- Microsoft Office software; Outlook, Word, and Excel
- Verbal and/or written communications
- Dealing effectively with others
- Applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned

Ability to:

- Establish and maintain effective working relationships with department and division staff, other departments and others, such as Judges of Election
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Manage projects and multiple priorities simultaneously
- Interpret and apply policies, procedures, and guidelines
- Resolve conflict
- Maintain filing systems
- Write and edit documents
- Maintain confidentiality
- Manage calendars

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Two years of office experience providing a high volume of clerical support, organization and public contact; or an equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

None

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Election Judge Coordinator position and I certify that I can perform these functions.

Employee Signature

Witness

Employee Name (Printed)

Date

*Management has the right to add or change these duties of the position at any time.