



JOB DESCRIPTION  
DU PAGE COUNTY ELECTION COMMISSION

**CLASS TITLE:** Supervisor of Election Judges  
**JOB NUMBER:** 8029  
**FLSA STATUS:** Non-Exempt  
**GRADE:** 110

**POSITION SUMMARY**

Under general supervision; performs work of moderate difficulty 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 direction of the Election Division Manager.

**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 Primary resource for Judges of Election
- Maintains Judge of Election file
- Manages scheduling for Early Voting, Healthcare, Election Day, and Student Judge assignments
- Manages the recruitment process for Election Judges
- Coordinates training, testing and scheduling of Judge of Election programs
- Trains temporary personnel
- Coordinates judges' payroll
- 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**

Four years of office experience providing a high volume of clerical support, organization and public contact plus two years of coordinating staffing assignments and schedules; 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 Supervisor of Election Judges 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.