



JOB DESCRIPTION DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Election Coordinator
JOB NUMBER: 8034
FLSA STATUS: Non-Exempt
GRADE: 109

POSITION SUMMARY

Under general supervision; performs work of moderate difficulty in assisting the planning and preparing election activities alleviating the Department Head of administrative tasks; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs diversified and confidential election duties requiring knowledge of election statutes and procedures. Work involves a high level of finesse and diplomacy due to the frequency of senior level internal and external contacts. This position is distinguished from other election positions by the ability to alleviate the Supervisor of Elections of election-related tasks and the ability to independently research, collect and analyze data. 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.

- Assist Local Election Officials in the election process including the Certification of Ballot
- Determine signature requirements
- Administer Candidate and Referenda filings
- Resolve filing inquiries
- Revise election forms to conform with Illinois Election Law
- Maintains address taxing body records, including precinct and district information based on County Clerk and GIS data
- Prepare Election databases
- Ballot styles creation based on permanent voting districts for each particular election
- Maintain Incumbent, Candidate and Write-In Candidate file
- Manage election document proofing process
- Manage election media including audio files and images for ballot and forms
- Assist in supervising election functions (public test, reconciliation, retabulation, and discovery recount)
- 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
- Election Forms and procedures used throughout the County
- Business English, spelling, grammar and punctuation
- Administrative research methodologies and techniques
- Principles of Election administration methodology

Skill in:

- Various office equipment; copier, facsimile, and scanning devices
- Microsoft Office software; Outlook, Word, and Excel

Ability to:

- Prioritize work
- Compile and analyze data and information
- Maintain filing systems
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Interpret and apply policies, procedures, and guidelines
- Write and edit documents
- Maintain confidentiality
- Manage calendars
- 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

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Six years of progressively responsible experience performing a variety of administrative responsibilities including, district coding, ballot creation, election equipment maintenance, public relations, personnel or office management; 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.

Light Work: Exerting up to 50 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Use of arm and /or leg controls requires exertion of forces greater than for sedentary work.

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 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.