



JOB DESCRIPTION
DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Registration Assistant
JOB NUMBER: 8002
FLSA STATUS: Non-Exempt
GRADE: 106

POSITION SUMMARY

Under immediate supervision; performs work of routine difficulty in entering registration data and providing basic clerical support to a department; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is distinguished from those of higher level registration positions by human relations skills requiring simple courtesy in routine encounters; resources to do the job are detailed written documents requiring no interpretation; work is generally of a routine nature. Work is performed under the immediate direction of the Registration 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.

- Acts as a counter clerk or receptionist receiving individuals or directing them to the proper location
- Provides information to the public or directs to appropriate personnel
- Operates departmental telephone switchboard and relays messages
- Files documents alphabetically, numerically, or by other prescribed methods
- Enters and verifies a variety of information necessary for record maintenance
- Maintains filing systems and basic departmental records
- Assists in mailings
- 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:

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

Skill in:

- Using computer hardware and software including word processing, spreadsheets, databases, email, etc.
- Various office equipment; copier, facsimile, and scanning devices
- Applying an acquired knowledge of procedures, rules, regulations and services applicable to the assigned office

Ability to:

- 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
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations and statutory requirements
- Work effectively under stress
- Maintain filing systems
- Maintain confidentiality

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Completion of a High School Diploma or General Equivalency Diploma equivalent. Customer service and/or general office work; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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 Registration Assistant 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.