



JOB DESCRIPTION  
DU PAGE COUNTY ELECTION COMMISSION

**CLASS TITLE:** Registration Processor  
**JOB NUMBER:** 8004  
**FLSA STATUS:** Non-Exempt  
**GRADE:** 106

**POSITION SUMMARY**

Under immediate supervision; performs work of routine difficulty entering data in multiple computerized systems and providing basic clerical support to the public; performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for the accurate and timely data entry of election-related information. Work involves processing a high volume of records from documents that may require interpretation and clarification. 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.

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

- Department operations, policies and procedures
- Forms and procedures used throughout the Election County for registration, voting, public and personnel purposes
- Business English, spelling, grammar and punctuation

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:

- Resolve conflict
- Maintain filing systems
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Write and edit documents
- Maintain confidentiality
- 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**

Completion of a High School Diploma or General Equivalency Diploma equivalent and two (2) years of experience in customer service and general office work which required skilled typing; 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 Processor 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.