



JOB DESCRIPTION DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Registration Analyst
JOB NUMBER: 8005
FLSA STATUS: Non-Exempt
GRADE: 108

POSITION SUMMARY

Under immediate supervision; performs work of routine difficulty entering data and analyzing voter information 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 registration-related information. Work involves processing a high volume of records from documents that may require interpretation and clarification. This position is distinguished from other registration positions by the ability to independently research, collect and analyze data. 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
- Analyze data from various databases
- Identifies, researches and corrects discrepancies
- 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
- Assists in Registrar training
- 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:

- Department operations, policies and procedures
- Forms and procedures used throughout the County for personnel, purchasing, accounting and budgetary purposes
- Business English, spelling, grammar and punctuation
- Administrative research methodologies and techniques

Skill in:

- Reasoning and thinking logically
- 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:

- Prioritize work
- Resolve conflict
- Compile and analyze data and information
- Prepare complex reports
- 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

Completion of a High School Diploma or General Equivalency Diploma equivalent and three (3) years of progressively responsible experience performing a variety of general office work including, data entry, analysis, customer service; or, an equivalent combination of training 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 Analyst 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.