



JOB DESCRIPTION
DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Assistant Supervisor of Registrations
JOB NUMBER: 8008
FLSA STATUS: Non-Exempt
GRADE: 110

POSITION SUMMARY

Under general supervision; performs work of moderate difficulty assisting the Registration Division Manager in administering department operations; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs diversified registration duties requiring knowledge of election statutes and administrative procedures in assisting in the direction of the department's activities. The Assistant Supervisor of Registrations is the assistant manager of the department. Work is performed under the 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.

- Serves as secondary resource for the Registration Division
- Assists the Registration Division Manager
- Oversee maintenance of voter records
- Delegate duties to front counter staff
- Ensures proper staff conduct when assisting the public
- Provides information to the public or directs to appropriate personnel
- Provides staff direction with complex registration issues
- Coordinates provisional ballot qualification
- Manage objection signature checks
- Manages public viewing terminals
- Train full time and temporary registration staff
- Assists in Registrar training in-office or at outside facilities
- Analyze data from various databases
- Identifies, researches and corrects discrepancies
- Maintains filing systems and basic departmental records
- Assists in mailings
- 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
- Registration Forms and procedures used throughout the County
- Business English, spelling, grammar and punctuation
- Administrative research methodologies and techniques
- 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:

- 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
- Prioritize and assign work
- Interpret and apply policies, procedures, and guidelines
- Resolve conflict
- Compile and analyze data and information
- Prepare complex reports
- Maintain filing systems
- Write and edit documents
- Maintain confidentiality
- Manage calendars

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Two (2) years of registration experience in providing analysis of applicable statutes plus two (2) years of office experience providing clerical support, organization and public contact; 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 Assistant Supervisor of Registrations 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.