

Code: 1122

Title: VOTER REGISTRATION CLERK

**SUMMARY:** Performs clerical, data entry, signature verification and petition processing in the Voter Registration Unit. It is distinguished from other clerical classifications by its use in Voter Registration and the specialized requirements to assure all work complies with local, state, and federal voting program requirements.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs data entry and related clerical work involved in voter registration and related election activities;  
Creates or modifies voter records by inputting and retrieving information using automated systems;  
Files and maintains alpha index of voter registration affidavits;  
Coordinates the Vote By Mail Program by researching and processing requests for ballots, developing and implementing balloting procedures and making determinations on problem requests;  
Accounts for and processes returned ballots in accordance with state and federal regulations;  
Researches polling locations and directs voters to polling location via telephone or in person;  
Processes military and overseas ballots by determining which elections military and overseas voters are eligible to vote in, mails ballots and accounts for and processes returned ballots in accordance with state and federal regulations;  
Determines voter status and eligibility and activates, inactivates and/or cancels as required by voting laws, rules and regulations;  
Receives mail, sorts by categories and distributes to staff;  
Provides information to staff and to the general public concerning voter registration and voting laws, rules and regulations;  
Resolves complaints from the public regarding unit procedures;  
Determines validity of petition signatures during the petition process;  
Receives and accounts for payments from the public for voter registration records;  
Operates various office equipment such as typewriters, computer terminals, personal computers, facsimile machines, photocopiers and scanning equipment;  
Maintains security and confidentiality of information created or encountered in the performance of assigned duties.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- voter registration and mail voting procedures;
- local, state and federal election laws, rules and regulations;
- codes used on voter registration documents;
- manual and automated records management systems;
- office practices and procedures.

Skill in:

- coding, verifying, and entering data into computers;
- voter registration and mail voting procedures;
- using a word processor, typewriter, computer terminal and other office equipment;
- resolving complaints from the public;
- communicating effectively, both orally and in writing;
- interacting with the public and providing customer service;
- performing arithmetic calculations;
- verifying, researching, and processing documents.

MINIMUM QUALIFICATIONS: THIS IS A TESTED CLASSIFICATION. To be considered for this classification, all applicants must pass Pima County written/performance tests.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License is required at the time of appointment. Current voter registration in Pima County, as required by Arizona State law, is required at time of appointment and must be maintained as a condition of employment. In accordance with Arizona State law, employees must be able to obtain certification as a Certified Elections Officer from the Secretary of State. This training will be provided dependent on availability of classes. Certification must be maintained throughout the term of employment with the Voter Registration Division of the Recorder's Office. Failure to maintain certification shall be grounds for termination.

Special Notice Items: Employees will be provided with, and must successfully complete, signature comparison classes (intermediate and advanced), during employment. Some positions may require demonstrable fluency in English and a second language as determined by appointing authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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