

Code: 1595

Title: ELECTIONS AIDE

SUMMARY: Performs clerical work involving the preparation and maintenance of materials supplies, and equipment used in the election process.

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

Processes early ballots for tabulation;
Prepares election supplies and voting machines for delivery to poll locations;
Makes minor mechanical and electrical repairs on voting equipment;
Loads and unloads election supplies and other materials;
Transports and receives election ballots, returns, and precinct supplies.

KNOWLEDGE & SKILLS:

Knowledge of:

- basic arithmetic principles;
- operation and maintenance of election voting equipment;
- basic office practices;
- basic safety procedures for moving supplies and material.

Skill in:

- following written and oral instructions;
- communicating effectively;
- performing operator-level maintenance on assigned equipment;
- understanding and interpreting street guides or maps;
- moving supplies and materials.

MINIMUM QUALIFICATIONS:

Must be a registered voter with current registration in Pima County.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: Must be available to work on-call, as needed, and work overtime for extended periods of time.

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.