

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**ELECTIONS DEPUTY CLERK**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform clerical work associated with voter registration and election activities. Duties and responsibilities include facilitating absentee voting, processing NVRA agency registrations, generating voter/election reports, processing voter registrations, updating registration records, researching discrepancies in information, assisting in conducting elections, providing general support to the Election Commission, processing documentation, and maintaining records. Reports to Executive Assistant.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Processes new voter registrations; updates voter registration records with address changes, name changes, or other current information.

Researches duplicate social security numbers, discrepancies, and other problems; communicates with state election office and other counties via telephone, mail, or e-mail to resolve issues involving duplicate social security numbers.

Assists in conducting elections; sets up and operates voting machines; assists with early voting activities.

Coordinates the processing of National Voter Registration Act (NVRA) agency registrations; collects registrations from the Departments of Safety, Human Services, and other agencies.

Coordinates the locating and placing of addresses in proper precincts, wards, school and road board zones, State House of Representative, and Senate Districts; confers with GIS department, Planning department, and other counties for proper assignment of addresses in the system; verifies accuracy of information and researches discrepancies in the system regularly.

Operates statewide computer system to transfer data, run reports, receive/send information within the state, and process reports upon receipt of information.

Coordinates with representatives from Rutherford County Jail, Workhouse, and nursing homes; obtains and verifies lists of eligible voters; prepares materials and schedules appointments to allow persons in these facilities the ability to vote.

Facilitates absentee voting by mail for elderly, disabled, and military; maintains databases for permanently disabled and military ballot requests; prepares and mails materials for absentee voting; records votes, runs reports, and presents to the Counting Board on election day.

Performs customer service functions in person, by telephone, and by mail; provides assistance and information related to elections, voter registration, candidate registration, and related activities, procedures, documentation, timetables, or other issues; responds to routine questions or complaints; initiates problem resolution.

Assists in appointing and training poll workers; conducts election training schools for poll workers; processes payroll documentation for poll workers.

## **Rutherford County, Tennessee • Elections Deputy Clerk**

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Assists with activities involving candidates and campaign financial information; processes candidate petitions, statement of interest forms, appointment of political treasurer reports, and financial disclosure reports; notifies candidates of campaign disclosure inspections; maintains records.

Maintains database and files of persons no longer eligible to vote in Rutherford County; purges the registration system of non-eligible voters as appropriate.

Prepares or completes various forms, reports, correspondence, lists, labels, notices, petitions, ballots, or other documents.

Receives various forms, reports, correspondence, voter registration cards, voter identification documentation, candidate petitions, disclosure reports, regulations, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, report processing, voter registration, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Performs various clerical tasks, which may include typing documents, making copies, sending/receiving faxes, distributing or opening incoming mail, processing outgoing mail, filing documentation, or maintaining departmental file system.

Assists in maintaining inventory of departmental supplies; assists in ensuring availability of adequate materials to conduct work activities; initiates requests for new/replacement items.

Communicates with supervisor, employees, poll workers, other departments, election officials, candidates, voters, the public, the media, state agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of election procedures and practices, departmental procedures, and other applicable laws or guidelines; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Answers telephone calls and greets visitors; ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; records/relays messages; retrieves messages from voice mail; initiates and returns calls as necessary.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 5 months previous experience and/or training involving clerical work, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

### PHYSICAL DEMANDS ANALYSIS (non-election year)

#### 1. STANDING AND WALKING

**Tasks:** Filing, voter outreach, warehouse, voting machine demos

**Surface:** carpet, concrete vinyl, ground, pavement and public contact

**Estimated Total Hours:** 7.5 **Maximum Continuous Time:** 1-3

#### 2. SITTING

**Tasks:** Registration, clerical, public contact, computer operation, scissors

**Estimated Total Hours:** 7.5 +/- **Maximum Continuous Time:** 1-3 +/-

**3. LIFTING/CARRYING**

**Objects:** Mail trays, paper, voter registration

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs    |        | X     | X      | X       |       |
| 11-25 lbs  |        | X     | X      | X       |       |
| 26-50 lbs  |        |       |        | X       |       |
| 51-75 lbs  |        |       |        |         | X     |
| 76-100 lbs |        |       |        |         | X     |
| >100 lbs   |        |       |        |         | X     |

**4. PUSHING/PULLING**

**Objects:** carts, vacuum cleaning, filing drawers

**Height of hands above floor during push:** 50 inches +/-

**5. BENDING/SQUATTING/KNEELING**

**Tasks:** Filing, retrieving files/registration cards, etc.

**Frequency:** Hourly to daily

**6. REACHING**

**Tasks:** Filing, data entry, clerical, computer operations

**Hands Used:** RIGHT LEFT BOTH X

| Distance | Direction      | Frequency | Duration              | Avg. Weight |
|----------|----------------|-----------|-----------------------|-------------|
| 0-20"    | Left and right |           | Up to 7.5 hours daily | <5lbs       |
| 21-36"   | Left and right | up 1-5    |                       | <5lbs       |

**7. WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              |     | X  |
| Cold Temperatures             |     | X  |
| Sudden Changes in Temperature |     | X  |
| Noise                         |     | X  |
| Fumes                         |     | X  |
| Cramped Quarters              |     | X  |
| Cold Surfaces                 |     | X  |
| Hot Surfaces                  |     | X  |
| Sharp Edges                   | X   |    |
| Vibration                     |     | X  |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

|                 |              |
|-----------------|--------------|
| Inside Building | 97 % of time |
| Outside         | 3 % of time  |

**8. OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         |     | X  |
| Jumping          |     | X  |
| Lying on Back    |     | X  |
| Lying on Stomach |     | X  |
| Twisting         | X   |    |
| Sweeping/Mopping | X   |    |
| General Cleaning | X   |    |
| Handling Trash   | X   |    |

**9. HAND USE**

| Type of Use   | Yes | No | Frequency          |
|---|-----|----|--------------------|
| Keystrokes  | X   |    | Intermittent/min   |
| Grasp   | X   |    | Intermittent/hours |
| Fine Motor i.e: writing, twisting hands or wrist, etc | X   |    | Intermittent/hours |

**PHYSICAL DEMANDS ANALYSIS (election year)**

**10. STANDING AND WALKING**

Tasks: Filing, Training, set up early voting, voter registration

Surface: all

Estimated Total Hours: 14 Maximum Continuous Time: 2-4

**11. SITTING**

Tasks: Registration, phone, clerical

Estimated Total Hours: 10+ Maximum Continuous Time: 2-4

**12. LIFTING/CARRYING**

Objects: voting equipment, computer equipment, boxes, voting records

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs    | X      |       |        |         |       |
| 11-25 lbs  |        | X     |        |         |       |
| 26-50 lbs  |        |       |        | X       |       |
| 51-75 lbs  |        |       |        | X       |       |
| 76-100 lbs |        |       |        | X       |       |
| >100 lbs   |        |       |        |         | X     |

**13. PUSHING/PULLING**

Objects: cart, voting storage tables, elections storage tubs

Height of hands above floor during push: 24-42 inches

**14. CLIMBING**

Tasks: storage of voting supplies at warehouse

Device: portable ladder

Height: 10 feet

Frequency: as needed

**15. BENDING/SQUATTING/KNEELING**

Tasks: filing, storage

Frequency: daily

**16. REACHING**

Tasks: phones, filing, printers, papers

Hands Used: RIGHT LEFT BOTH X

| Distance | Direction | Frequency | Duration | Avg. Weight |
|----------|-----------|-----------|----------|-------------|
| 0-20"    | All       | Daily     |          | <10lbs      |
| 21-36"   | All       | Daily     |          | <5lbs       |

**17. WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              |     | X  |
| Cold Temperatures             |     | X  |
| Sudden Changes in Temperature |     | X  |
| Noise                         |     | X  |
| Fumes                         |     | X  |
| Cramped Quarters              |     | X  |
| Cold Surfaces                 |     | X  |
| Hot Surfaces                  |     | X  |
| Sharp Edges                   | X   |    |
| Vibration                     |     | X  |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

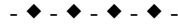
|                 |                     |
|-----------------|---------------------|
| Inside Building | <u>97</u> % of time |
| Outside         | <u>3</u> % of time  |

**18. OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         |     | X  |
| Jumping          |     | X  |
| Lying on Back    |     | X  |
| Lying on Stomach |     | X  |
| Twisting         | X   |    |
| Sweeping/Mopping | X   |    |
| General Cleaning | X   |    |
| Handling Trash   | X   |    |

**19. HAND USE**

| Type of Use   | Yes | No | Frequency  |
|---|-----|----|------------|
| Keystrokes  | X   |    | Constantly |
| Grasp   | X   |    | Constantly |
| Fine Motor i.e: writing, twisting hands or wrist, etc | X   |    | Constantly |



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date