

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

POLL WORKER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist voters on election date. Duties and responsibilities include setting up and taking down voting sites; supervise other poll workers and transport voting machines; checks identification and identity of voters; maintains databases; provides customer service; maintains voting machines. Reports to Executive Assistant and the Officer of Election.

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.

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

Communicates with supervisor, poll workers, voters, the public, 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.

Specifically Poll Worker **Officers:**

Supervise other Poll Workers in that location.

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

Performs customer service functions in person; provides assistance and information related to elections, voter registration; responds to routine questions or complaints; initiates problem resolution.

Transports voting machines from the county office to voting location.

Specifically Poll Worker **Registrar:**

Checks identification and identity of voters.

Specifically Poll Worker **Computer Technicians:**

Maintains database and files of persons no longer eligible to vote at that voting location; purges the registration system of non-eligible voters 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, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data; coordinates service/repair activities as needed.

Specifically Poll Worker **Machine Operators**:

Maintains voting machines.

ADDITIONAL FUNCTIONS

Greets visitors; provides information and assistance; directs visitors to appropriate personnel.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Training involving information ballots, the job itself how to operate the machines, where to register, the policies, the procedures, customer service, and personal computer operations. It would be beneficial to know the voting procedures and policies.

Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

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.

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 (25-30 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 (Officer)

1. STANDING AND WALKING

Tasks: Supervising, assisting with voting machines, customer service.

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

Estimated Total Hours: 14 **Maximum Continuous Time:** 7

2. SITTING

Tasks: N/A

Estimated Total Hours: N/A **Maximum Continuous Time:** N/A

3. LIFTING/CARRYING

Objects: Ballot slips and voting machine

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			

4. PUSHING/PULLING

Objects: Rolling Trunk

Height of hands above floor during push: 36 inches +/-

5. BENDING/SQUATTING/KNEELING

Tasks: Lifting voting machines

Frequency: 4 times per day

6. REACHING

Tasks: Placing signs on the wall (posting notices)

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Left and right	2	5 hours	<10 lbs
21-36"				

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	<u>90</u> % of time
Outside	<u>10</u> % 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 (Machine Operator)

10. STANDING AND WALKING

Tasks: Maintains voting machines.

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

Estimated Total Hours: 14 Maximum Continuous Time: 7

11. SITTING

Tasks: N/A

Estimated Total Hours: N/A Maximum Continuous Time: N/A

12. LIFTING/CARRYING

Objects: Ballot slips and voting machine

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: Voting machines

Height of hands above floor during push: 36 inches +/-

14. BENDING/SQUATTING/KNEELING

Tasks: Assemble voting machines

Frequency: twice per day

15. REACHING

Tasks: N/A

Hands Used: RIGHT LEFT BOTH

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"				
21-36"				

16. 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>90</u> % of time
Outside	<u>10</u> % of time

17. 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

18. 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		12 hours

PHYSICAL DEMANDS ANALYSIS (Registrar)

19. STANDING AND WALKING

Tasks: Checks identification and identity of voters.

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

Estimated Total Hours: 14 Maximum Continuous Time: 7

20. SITTING

Tasks: N/A

Estimated Total Hours: N/A Maximum Continuous Time: N/A

21. LIFTING/CARRYING

Objects: Ballot slips and voting machine

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			

22. PUSHING/PULLING

Objects: N/A

Height of hands above floor during push:

23. BENDING/SQUATTING/KNEELING

Tasks: N/A

Frequency:

24. REACHING

Tasks: N/A

Hands Used: RIGHT LEFT BOTH

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"				
21-36"				

25. 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> 90 </u> % of time
Outside	<u> 10 </u> % of time

26. 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

27. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Signature book, office supplies.

28. 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		12 hours

PHYSICAL DEMANDS ANALYSIS (Computer Tech)

29. STANDING AND WALKING

Tasks:

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

Estimated Total Hours: N/A Maximum Continuous Time:

30. SITTING

Tasks: maintains voting machines and computers.

Estimated Total Hours: 14 hrs Maximum Continuous Time: 7

31. LIFTING/CARRYING

Objects: Lap top computers

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

32. PUSHING/PULLING

Objects: N/A

Height of hands above floor during push:

33. BENDING/SQUATTING/KNEELING

Tasks: N/A

Frequency:

34. REACHING

Tasks: N/A

Hands Used: RIGHT LEFT BOTH

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"				

21-36"				
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35. 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>90</u> % of time
Outside	<u>10</u> % of time

36. 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

37. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Signature book, office supplies.

38. HAND USE

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



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