

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 009260
Grade 10**

ELECTION AIDE II

DEFINITION OF CLASS:

The work of this class involves providing and/or assisting the Board of Elections in County election preparation and post election activities, which includes preparation of election judges and election equipment, which involves recruiting and/or training election judges; inventorying, testing, securing and preparing election equipment for delivery and use; and Help Desk, polling place, and post-election canvas support. Contacts are with employees inside and outside of the immediate organization and include election judges or potential election judges, voters, polling place contacts and others, and involve exchanging information, explaining procedures, scheduling meetings, or providing instructions to facilitate a process or provide a service. Limited public service and assistance to clients and the public is required.

Employees use initiative in carrying out recurring assignments independently. Deviations, problems, and unfamiliar situations not covered by instructions are referred to the supervisor for decision or help. Employees typically perform work in accordance with prescribed guidelines and requirements contained in manuals and standard operating procedures. Deviations from the guidelines require pre-approval from the supervisor. The worker, through training or prior experience, must be able to recognize the meaning of readily apparent differences in situations, review related material and document results such as election judge availability, appropriate matching of prospective election judges to position and location, or election equipment performance, and act accordingly. The work involves execution of specific rules, regulations or procedures relating to recruiting and training of election judges, or testing and preparation of election equipment, and providing Help Desk support. The purpose of the work is to help ensure both election judges and election equipment meet the criteria necessary for serving voters by administering election processes and procedures at polling places. The work is primarily sedentary, but may involve occasional lifting of equipment weighing up to fifty pounds. The work involves normal everyday discomforts of an office environment, and is performed under normal work situations associated with common everyday risks that require no special measures to safeguard workers against injury. Employees in this class do not supervise.

EXAMPLES OF DUTIES: (Illustrative Only)

- Prepares election judges, i.e., recruits, assigns, and/or conducts training; or prepares election equipment in accordance with established criteria and training materials.
- Maintains databases and/or spreadsheets for election judge or election equipment records.
- Organizes pre-prepared materials and information summaries according to the type of election judge or election equipment.
- Demonstrates voting equipment and/or provides Help Desk, troubleshooting, and canvas support including handling sensitive information.
- Identifies and provides suitable polling places in public and private facilities based on population data, political boundaries, and/or equipment transmission capability.

- Collects and documents information on follow-up evaluation of one or more of the following: election procedures, personnel, equipment, and/or facilities.
- Labels, packs and stages voting equipment, supplies and election materials for distribution to polling sites.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to acquire knowledge of the established criteria for recruiting and training election judges.
- Ability to learn Board of Election procedures, processes, and methods.
- Ability to use office computers and electronic/computerized equipment to enter/retrieve data/records/information.
- Ability to function in a deadline-oriented environment.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to deal tactfully and effectively with people.
- Ability to successfully pass a criminal background investigation.
- Ability to attend meetings or perform other assignments at locations outside of the office.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: None.

Physical Ability: Ability to occasionally lift, push and/or pull materials and/or equipment weighting up to fifty pounds.

SPECIAL QUALIFICATIONS:

- Positions in this class require registration as a voter in the State of Maryland.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam with a Drug/Alcohol Screen.

Class Established: August 2007

Revised: April 2010

August 2013