

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

**Code No. 009261  
Grade 9**

**ELECTION AIDE I**

**DEFINITION OF CLASS:**

The work of this class involves duties associated with providing and/or assisting the Board of Elections in limited aspects of County election preparation and post election clerical processes. Contacts are primarily with employees in the immediate work area or in related or support units and involve obtaining or giving facts or information concerning routine matters. Limited public service and assistance to clients and the public is required.

Employees follow detailed and specific instructions from the supervisor in one or more of the following areas of responsibility as assigned: performing or assisting with processing including inventorying and packing polling place supplies or absentee information and ballots, recording/updating voter or supply information, data entry, scanning and filing voter data, information, records and materials. The supervisor maintains control through review of the work, which may include checking progress and reviewing/proofing completed work for accuracy, adequacy, and adherence to instructions and established procedures. Employees accurately follow prescribed guidelines pertaining to: registering new applicants; performing data entry of voter registration and/or absentee application information, records, and data; sorting, filing, and/or alphabetizing forms such as registration and absentee forms; updating information/records/data on current registrations; updating the voter registry database maintained by the State Board of Elections; receiving, answering and referring telephone inquiries; and processing mail. Complexity is derived from well-defined tasks requiring a high degree of accuracy and detail by: checking and verifying data on forms; production oriented data entry; scanning voter registration documentation; and, filing data/information/records/materials by date and/or reference code. The general nature of the work helps to ensure the accuracy of recorded and processed records, voter service, and contributes to the reliability of further information and record processing. The work presents no significant hazards and is subject to normal everyday discomforts typical of an office environment. The work regularly involves light physical effort to operate office equipment such as data entry to meet prescribed production and accuracy quotas. Some lifting of materials and/or equipment up to 20 pounds is also required. Employees in this class do not supervise.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Sorts undelivered voter education information and source material for confirmation mailings.
- Assembles ballot materials and forms.
- Enters and updates records manually and/or electronically.
- Compiles, sorts, tallies, and files associated election records, forms and/or supplies.
- Responds to routine calls.
- Prepares, batches, assembles, scans, faxes, and prints associated election forms, labels, records, etc.
- Inventories, labels, and packs election-related supplies and sensitive materials.

- Assists supervisor with conveying routine clerical instructions to temporary seasonal staff hired to work during election cycles and peak production periods.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to learn the procedures of the County's Board of Elections records processing system(s).
- Ability to accurately identify, to organize, to sort, to file, and to retrieve data, records, materials, and equipment alphabetically and/or numerically.
- Ability to use office computers and electronic/computerized equipment to record, store, and retrieve data, records and information.
- Ability to function in a production and deadline-oriented environment.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to deal tactfully and effectively with people.
- 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 weighing up to twenty 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:** Medical History Review with a Drug/Alcohol Screen.

**Class Established:** August 2007

**Revised:** April 2010

August 2013

October 2014