

## Registration Data Entry Job Description

**Election Worker II – \$10.62 per hour**

**Work Schedule – 8AM – 4:30PM**

Objective: The Registration section of the Registrar of Voters Office is seeking positive, dedicated and flexible people to work in a busy and constantly changing environment.

### Knowledge of:

- Basic use of a personal computer in a Windows environment
- Basic use of phones, copy machines, printers and fax (not required, but a plus)
- The United States (all 50 states, including abbreviations, and their major cities)

### Skills/Abilities

- Attention to detail
- Read, understand and follow oral and written instruction as well as established policies and procedures
- Ability to read hand written data accurately
- Work with minimal supervision
- Perform repetitious tasks
- Ability to sort alphabetically and numerically
- Be courteous and respectful to co-workers, other County employees, representatives of outside agencies and members of the public
- Some telephone experience

### Example of Duties:

1. Process Voter Registration Cards (VRC) into the voter database
2. Determine Eligibility of VRC
3. Researching voter records in voter database and microfiche
4. Assist in Mail Desk – sort and distribute incoming mail
5. Assist in date stamping, scanning and batching incoming Voter Registration Forms
6. Assist in processing deficient Voter Registration Forms
7. Assist in processing various other forms of incoming mail
8. Assist in calling certified voters to the polls
9. Assist in verifying signatures on petitions
10. Assist in processing provisional ballots
11. Assist as a provisional sequencer
12. Assist as a roster runner
13. Assist as a Call Center operator
14. File Maintenance (computer and/or manual)

### Essential Physical Requirements

- Must be able to sit or stand for long periods of time; may also need to go from one workstation to another
- Must be able to perform repetitive movements (i.e. opening mail, research, typing, stamping, filing, sorting, bending, lifting, etc.)

### Additional Requirements/information

- **Ability to work 10+ hour days, 7AM - 5:30 PM, may include weekends, sometimes with little or no advance notice**
- Duration of job and work hours per day depend on workload and backlog