

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

## **\_\_\_\_\_ COUNTY, TENNESSEE**

### **CLASSIFICATION SPECIFICATION**

<b>CLASSIFICATION TITLE:</b>	<b>ELECTIONS COORDINATOR</b>
<b>FLSA STATUS:</b>	<b>EXEMPT-ADMINISTRATIVE</b>

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to coordinate all Elections for \_\_\_\_\_ County. Duties and responsibilities may include supervising and coordinating all office activities, coordinating purchasing activities, coordinating personnel and payroll activities, coordinating budget preparation and monitoring, recording financial transactions and preparing or processing various department documentation, coordinating meetings, conducting research, compiling information and statistics, maintaining all records, providing customer service, and performing tasks specific to assigned department/division. Reports directly to the Administrator of Elections.

### **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.**

Provides direction, training, guidance and assistance to office staff; coordinates projects and daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work and troubleshoots problem situations.

Performs office management functions; supervises daily office operations, coordinates office activities, and assists in overall department functions; assists in establishing long and short term plans, goals, and objectives for the department/division; coordinates special projects as requested.

Acts as liaison between department management and with other departments/divisions, state/local agencies, professional individuals/groups, vendors, the public, the media, or other individuals/agencies, in matters pertaining to department programs or operations; coordinates communications and conveys information among department/division personnel.

Coordinates calendar activities for the department, to include planning/scheduling appointments, meetings, interviews, or other activities; updates calendar on a regular basis; communicates with individuals scheduled for appointments/meetings as appropriate; attends meetings as requested.

Plans and coordinates arrangements for meetings of various boards, committees, or other groups/individuals; attends meetings as required; records and transcribes meeting minutes; prepares and distributes meeting notices, agendas, minutes, packets or other meeting materials; maintains records of meetings; coordinates scheduling and setup of meetings and maintains schedule of meetings.

Processes purchasing documentation; reviews purchase requests for sufficient funding and for compliance with purchasing guidelines; prepares purchase orders; verifies completeness of information, proper authorization and assignment to proper budgetary accounts; enters purchase orders data into system and generates printed purchase orders; balances purchase orders and posts to general ledger, oversees purchase order encumbrance procedures; balances encumbrances on weekly, monthly and yearly basis.

Gathers various information, data reports and /or files as requested; compiles statistical data relating to department programs or operations and makes applicable calculations; prepares/generates reports for submission to the State Election Office, and maintains the records.

Monitors inventory of department equipment, forms or supplies; ensures availability of adequate materials to conduct work activities; maintains current inventory lists; initiates requests/orders for new or replacement supplies.

Processes incoming/outgoing mail; sorts organizes, opens and/or distributes incoming mail; signs for incoming packages; assembles materials for large mail-outs; prepares outgoing mail for pick up.

Receives various forms, reports, correspondence, invoices, budget documents, timesheets, vacation/leave requests, inventory records, policies, procedures, maps, manuals, directories, reference materials or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Utilizes word processing, spreadsheets, database, accounting, email or other programs; performs basic maintenance of computer system and office equipment; Oversees maintenance of updating and backup of the registration database. Oversees the State computer and State updates.

Maintains library of law books, publications, legal notices and other resource materials for use by department staff.

Conducts research functions as needed.

Provides information/assistance regarding department services, activities, procedures, fees, or other issues; distributes forms/ documents as requested; responds to routine questions, complaints or request for service; initiates problem solving.

Communicates with supervisor, employees, other departments, vendors, customers, law enforcement personnel, court, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Provides training to staff members in operation of computer systems and programs; provides training to poll workers in operation of all voting systems;  
Assist Administrator of Elections in preparing and finalizing election results.

Maintains current knowledge of applicable policies, procedures, laws and regulations; an awareness of new laws; maintains professional affiliation; attends workshops and training sessions as appropriate.

Performs the duties of Election Commissioner in absence of same.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by two (2) years previous experience and/or training involving secretarial work, office administration, basic bookkeeping, customer service, record management, personal computer operations, and training/experience in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Preferred past leadership and supervisory experience. May require possession and maintenance of valid State of Tennessee Notary Public certification. 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 apply principles of persuasion and/or influence over others in a supervisory capacity.

**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; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

**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 light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**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

**1. STANDING AND WALKING**

**Estimated Total Hours:** 1.5 **Maximum Continuous Time:** 15 minutes

**2. SITTING**

**Estimated Total Hours:** 6.5 **Maximum Continuous Time:** 45 minutes

**3. LIFTING/CARRYING**

**Objects:** More frequent in the first quarter of the year

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:** on occasion

**5. CLIMBING**

**Tasks:** retrieving items from top shelf in storage room

**Device:** Ladder

**Height:** 9 feet from ground

**Frequency:** Occasionally

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** getting files

**Frequency:** daily

**7. REACHING**

**Hands Used:** RIGHT    LEFT    BOTH X

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

**8. 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	95 % of time
Outside	5 % of time

**9. 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	

**10. HAND USE**

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

**Exemption Status Test (Administrative Employee)**

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓✓		
✓✓		
✓✓		

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\_\_\_\_\_ County, Tennessee, is an Equal Opportunity Employer.

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n 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