

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

CLASSIFICATION TITLE: ELECTIONS TRAINER AND RECRUITER

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform recruitment and training of volunteer poll workers, as well as improve voter turn-out, voter registration, and use of voting machines.. Duties and responsibilities include facilitating absentee voting, processing NVRA agency registrations, generating voter/election reports, processing voter registrations, updating registration records, researching discrepancies in information, assisting in conducting elections, providing general support to the Election Commission, processing documentation, and maintaining records. Reports to Elections Administrator.

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.

Ensures departmental compliance will all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to all laws relating to voting system, conduct of elections, and verification of identity; and explains their intent to other poll workers.

Develops, oversees, and implements poll workers recruitment program. Coordinates recruitment and placement of training program participants;

Trains new poll-workers on the use and facilitation of voting machines; how to conduct elections; and all applicable laws related to the voting process.

Presents information, using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos, and lectures. Organizes and develops, or obtains, training procedure manuals and guides and course materials

Assists in appointing and training poll workers; conducts election training schools for poll workers; processes payroll documentation for poll workers.

Evaluates training materials, monitors and records training activities and program effectiveness.

Develops, oversees, and implements voter education programs.

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

Coordinates the locating and placing of addresses in proper precincts, wards, school and road board zones, State House of Representative, and Senate Districts; confers with GIS department, Planning department, and other counties for proper assignment of addresses in the system; verifies accuracy of information and regularly researches discrepancies in the system.

Performs customer service functions in person, by telephone, and by mail; provides assistance and information related to elections, voter registration, candidate registration, and related activities, procedures, documentation, timetables, or other issues; responds to routine questions or complaints; initiates problem resolution.

Prepares or completes various forms, reports, correspondence, lists, labels, notices, petitions, ballots, or other documents.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections in Microsoft word, excel or access; utilizes word processing, database, report processing, voter registration, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Performs various clerical tasks, which may include typing documents, making copies, sending/receiving faxes, distributing or opening incoming mail, processing outgoing mail, filing documentation, or maintaining departmental file system.

Performs duties as back-up voting machine programmer.

Communicates with supervisor, employees, poll workers, other departments, election officials, candidates, voters, the public, the media, state agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Answers telephone calls and greets visitors; ascertains nature of business; provides information and assistance; directs callers/visitors to appropriate personnel; records/relays messages; retrieves messages from voice mail; initiates and returns calls as necessary.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business, Training or Communication; supplemented by two years of experience in designing and conducting training programs, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. 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. To include 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 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.

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; and the ability to interpret graphs.

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 (12-25 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 (election year)

1. STANDING AND WALKING

Tasks: voter outreach registration, early voting, machine operator, public interaction, retrieving documents from the basement, filing, training, instructing
Surface: vinyl, carpet on wooden floor, concrete, ground
Estimated Total Hours: 14 +/- **Maximum Continuous Time:** 2

2. SITTING

Tasks: computer operation, clerical (scissor usage), driving vehicle to deliver voting machines
Estimated Total Hours: 10 +/- **Maximum Continuous Time:** 4

3. LIFTING/CARRYING

Objects: Trays of registration, cards, tote boxes of voting materials, printing paper/forms, voting machine and associated objects, trash container, voting records, chair and tables

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: Carts, voting machine storage benches at warehouse, storage tote boxes, filing drawers, etc
Height of hands above floor during push: 2"-3" mostly up to 7' on shelves

5. CLIMBING

Tasks: Storage of materials/supplies at warehouse – Reaching objects on shelves over benches

Device: Portable stairs/ladder

Height: Up to 10'

Frequency: Weekly or even daily during voting prep and voting periods

6. BENDING/SQUATTING/KNEELING

Tasks: Storage and retrieval of voting records, computer/voting machine setup warehousing

Frequency: Daily to hourly

7. REACHING

Tasks: Computer operation, scanning forms into electronic data file, filing, warehouse operation, voter assistance

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	15-20 min	14 +/- hours	<5 lbs
21-36"	All	1-5 min	14 +/- hours	<5 lbs

*Warehouse operation could involve weights up to 100 lbs for some tasks

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	<u> 95 </u> % of time
Outside	<u> 5 </u> % 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. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Tools typical for office clerical work, hand tools for warehouse operation, pliers, hammer, box cutter, wire cutters typically, scissors for trimming paper and forms.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		200-300 per min intermittently/hourly
Grasp	X		15-20 min intermittently/hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		15-20 min intermittently hourly

PHYSICAL DEMANDS ANALYSIS (non-election year)

12. STANDING AND WALKING

Tasks: Filing, doc storage and retrieval from basement, voter registration, public instruction

Surface: Vinyl/carpeted wooden floor, concrete

Estimated Total Hours: 14 +/- **Maximum Continuous Time:** 1-2

13. SITTING

Tasks: Computer operation, scissors, other clerical operations, equipment setup (Data processing)

Estimated Total Hours: 7.5 **Maximum Continuous Time:** 2

14. LIFTING/CARRYING

Objects:

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

15. PUSHING/PULLING

Objects: Totes etc onto storage shelves

Height of hands above floor during push: ~ Waist high to overhead 7'

16. CLIMBING

Tasks: Storages of materials/supplies at warehouse/reaching objects on shelves

Device: Portable stairs/ladder

Height: Up to 10'

Frequency: Weekly to monthly

17. BENDING/SQUATTING/KNEELING

Tasks: Storage/retrieval of voter records, equipment set up (Data processing)

Frequency: Daily/weekly

18. REACHING

Tasks: Computer operation, clerical work, some warehouse operations

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	15-20 min	Up to 7.5 hours daily	<5 lbs
21-36"	All	1-5 min	Up to 7.5 hours daily	<5 lbs

* Warehouse operations could involve weight up to 100 lbs for some tables.

19. 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	97_% of time
Outside	3_% of time

20. 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	

21. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Typical office clerical work, hand tools; ie: hammer, box cutting pliers, scissors, etc.

22. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		200-300 strokes per minute intermittently
Grasp	X		15-20 min
Fine Motor i.e: writing, twisting hands or wrist, etc	X		15-20 min

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_____ 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