

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Elections Specialist	<b>SERIES NO.:</b> 6444S
	<b>MAJOR AGENCIES:</b> Secretary of State only	<b>EFFECTIVE DATE:</b> 08/20/2006

**SERIES PURPOSE:**

The purpose of the elections specialist occupation is to monitor &/or advise county boards of elections to ensure operations comply with administrative procedures & statutory requirements for conducting elections in Ohio.

At the lower levels, incumbents attend meetings of county boards of elections & monitor boards operations to ensure compliance with administrative procedures & statutory requirements in assigned region or answer inquiries concerning proper procedures & legal duties for conducting elections, conduct reviews for possible election irregularities & review, draft & approve ballot language.

At the higher levels, incumbents develop procedures & coordinate election night tabulation activities for Secretary of State or advise all county boards of elections on administrative procedures & statutory requirements for conducting elections in Ohio & supervise personnel assigned to elections section.

<b>CLASS TITLE</b>	<b>CLASS NUMBER</b>	<b>PAY RANGE</b>	<b>EFFECTIVE</b>
Elections Specialist	64441S	11	08/20/2006

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of laws & rules governing elections process in Ohio in order to monitor operations of county boards of elections in assigned region, promote voter registration & handle other public affairs representation on behalf of Secretary of State relative to elections activities, or to answer inquiries concerning proper procedures & legal duties for conducting elections, conduct reviews for possible election irregularities & review, draft & approve ballot language for local boards of elections.

<b>CLASS TITLE</b>	<b>CLASS NUMBER</b>	<b>PAY RANGE</b>	<b>EFFECTIVE</b>
Elections Tabulation Coordinator	64443S	13	08/20/2006

**CLASS CONCEPT:**

The advanced level class works under administrative direction & requires thorough knowledge of laws & rules governing elections process in order to develop procedures & coordinate election night tabulation activities for Secretary of State.

<b>CLASS TITLE</b>	<b>CLASS NUMBER</b>	<b>PAY RANGE</b>	<b>EFFECTIVE</b>
Elections Administrator	64445S	15	08/20/2006

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires extensive knowledge of laws & rules governing elections process in Ohio in order to advise 88 county boards of elections regarding conducting elections & manage daily operations of elections section.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Elections Specialist	64441S	EX	08/20/2006	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Responds to telephoned or written inquiries from boards of elections & general public relative to procedures &/or statutory responsibilities for conducting elections, reviews documents & interviews voters regarding possible election irregularities & reviews, drafts & approves ballot language for local boards of elections, or in assigned region of state, monitors operations of county boards of elections to ensure compliance with administrative procedures & statutory requirements governing conducting of elections in Ohio (e.g., attends board meetings; checks various procedures in each office; ensures all directives have been implemented as prescribed; spends all elections with boards; records data pertinent to tie votes) & provides information to boards.

Represents Secretary of State in various public relations/public affairs activities relative to elections (e.g., works with various interest groups to promote voter registration in non-partisan manner; provides groups with necessary supplies & support; promotes voter registration & voting through media & public speaking which may include preparing news releases; listens to local government & constituent concerns or responds to requests for information); reviews proposed legislation related to election procedures & ballot languages & makes recommendations for revisions.

Prepares required records & reports (e.g., weekly activities, time sheets, expense forms); answers general correspondence; reviews pertinent legislation & information from central office to keep abreast of activities/changes in elections field; works with legal personnel on corporate filings, with legal personnel & bankers on UCC filings & directs related concerns to proper authority; edits information published in federal, state, county & municipal rosters before data entry into word processor; proofs small publications to be issued by Secretary of State (e.g., election calendar, voter information guide).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of state & federal laws, rules & procedures governing conducting of elections\*; public relations; laws, rules & procedures governing Uniform Commercial Code & incorporation filings\*. Skill in operation of typewriter\*. Ability to review board operations to determine compliance with elections laws, rules & administrative procedures; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with elections officials, legal & business personnel, news media, interest groups & general public; prepare business correspondence, speeches, records & reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

18 mos. exp. working for county board of elections handling elections activities &/or voter registration & having public contact; valid driver's license.

-Or 24 mos. exp. in position involving public speaking or responding to public inquiries/complaints & preparing business correspondence & reports; valid driver's license.

-Or completion of undergraduate core coursework in political science, English, communication or journalism; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may work weekends or flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Elections Tabulation Coordinator	64443S	EX	08/20/2006	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Develops procedures & coordinates election night tabulation activities for Office of Secretary of State (e.g., prepares election night procedure manual & directives issued to county boards of elections on reporting procedures; coordinates work schedule for clerical section staff for week of election; ensures candidates & districts are accurate for programmed tabulation; conducts election night tabulation exercises; secures telephone service, security & building support staff for election night; trains & oversees personnel in tabulations).

Plans annual three-day conference for Secretary of State staff & staff of boards of elections (e.g., secures site; coordinates details for lodging, meetings, reception, meals & other activities; authorizes contracts & expenditures; organizes registration packets; prepares agenda).

Coordinates enforcement of handicap accessibility at polling locations with county boards of elections (e.g., issues directives, conducts annual survey, reviews & authorizes exemption requests) & prepares federal report.

Acts as administrative/secretarial support to Elections Counsel & Board of Voting Machine Examiners; develops & implements procedures to streamline section's work (e.g., forms design, design of word processing program to maintain campaign finance report filings); indexes monthly publications by subject matter & composes articles for publication as required.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management/supervisory principles/ techniques\*; employee training & development\*; state & federal laws, rules & procedures, Attorney General opinions & judicial decisions concerning conducting of elections\*; procedures for election night tabulations\*; public relations. Ability to deal with large number of variables & determine specific action; prepare &/or edit election night manual & directives to county boards of elections on reporting procedures; gather, collect & collate information about data, people or things; handle routine & sensitive inquiries from & contacts with officials of county boards of elections & poll workers, telephone company, building officials, other government officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 yrs. trg. or 3 yrs. exp. in laws, rules & techniques governing conducting of elections in Ohio & working for Ohio county board of elections or in elections section of Ohio Office of Secretary of State.

-Or completion of undergraduate core coursework in political science, English, communication or journalism; 12 mos. exp. in position involving office management or supervision of personnel or having public contact.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel; works evenings on dates elections are held.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Elections Administrator	64445S	EX	08/20/2006	15

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Writes & issues information to & advises all county boards of elections concerning conducting elections in Ohio (e.g., reviews legislation; prepares & issues directives & advisories on procedures for administering election laws, reports to be filed with Secretary of State, established deadlines & changes in elections law) & manages daily operations of elections section (e.g., assists in budget preparations; oversees filing & records maintenance on all elections held & publishing biannual rosters of all elected officials; interviews employees & makes recommendations concerning personnel transactions to elections counsel).

Prepares prescribed ballots for all primary & general elections; prescribes petition forms, nominating petitions & report forms in accordance with statutory requirements.

Plans & conducts workshops for election officials; assists in planning statewide conferences annually; advises Board of Voting Machine Examiners in evaluating & certifying ballot tabulation equipment for use in state; oversees preparation of training materials for individuals to work polls; advises information systems staff on state-wide voter registration manuals & maintenance of registration lists & reviews same; assists in training newly appointed members of board of elections.

Communicates by telephone or in writing with boards of elections, candidates, committees & general public; represents Secretary of State at county recounts of elections results & other functions.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management/supervisory principles/ techniques\*; state & federal laws, rules & procedures, Attorney General opinions & judicial decisions governing conducting of elections; public relations; budgeting\*. Ability to deal with a large number of variables relative to conducting of elections & determine specific course of action; prepare &/or edit technical information & training materials to elections officials & poll workers; handle routine & sensitive contacts with & inquiries from elections officials, candidates, political committees & general public; establish friendly atmosphere as manager of elections section.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

5 yrs. exp. in laws, rules & procedures governing conducting of elections in Ohio & working for Ohio county board of elections or elections section of Ohio Office of Secretary of State.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.