



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Board of Elections

Job Title: Elections Specialist

Salary Range: \$49,476 - \$59,206* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 50 West High Street, Ballston Spa, NY 12020

Classification: Unclassified (**No exam required**)

Job Description

This is an entry-level role serving at the will of the assigned Commissioner within the Elections Board. Duties involve the performance of a variety of systematized clerical tasks with routine use of a personal computer or other electronic device using applicable software applications and programs. This class is distinguished from a Senior Elections Specialist by virtue of more difficult and complex clerical tasks that require knowledge of specific program areas and the application of judgment and discretion in selecting a course of action. Work is performed under direct supervision of a Senior Elections Specialist by personal observation, review of work in progress or upon completion, and of production records and reports. Supervisory assistance is available for new or unusual assignments and procedures. Supervision is not a requirement of this title. May assist in on-the-job training of new employees. Perform related duties as required. **NOTE:** Details regarding *Party* assignment and work schedule will be discussed at the Department/interview level.

Qualifications (This is an unclassified position and qualifications are suggested only)

- A. Graduation from high school or possession of an Equivalency Certificate (GED); OR
- B. At least one (1) year of clerical experience; OR
- C. Any combination of training and experience greater than that described in A or B above.

SPECIAL REQUIREMENT: Saratoga County residency is required. Please attach resume with application

Typical Work Activities (*Illustrative)

- Reviews documents for accuracy and completeness according to procedures and instructions;
- Receives incoming unit mail, date stamps and routes to appropriate individual or location for action;
- Prepares folders on individual program cases with appropriate individual or locations for action;
- Codes various transactions for computer input from source documents per established coding systems;
- Makes computation following prescribed steps using the four basic arithmetic functions;
- Checks arithmetic accuracy of certain calculations;
- Obtains and confirms routine data by telephone or form letter and posts results;
- Searches for and/or compiles pertinent information and data;
- Logs receipt of various documents, applications, and forms;



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

- Maintains a file of unit correspondence, various transaction, records, and related materials;
- Answers routine inquires via phone or in person, making referrals as necessary;
- Uses standard office equipment including personal computer, copier, etc.;
- Maintains records and other written materials;
- Processes voters as they come to vote using established procedures Sorts large volume production work such as applications and various printed material and official documents into sets of predetermined arrangement and number and assigns sequential numbers to each set;
- Compares computer printouts with other records for discrepancies, checks source documents to identify the source of error and notes appropriate corrective action for supervisor;
- Orally provides information to individual members of the public on procedural requirements for various routine program transactions.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (Via link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted or until the flyer has been removed.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.