

CITY OF HAMILTON

CITY MANAGER'S DEPARTMENT (CITY CLERK'S DIVISION – ELECTIONS - LOCATION - 71 MAIN ST. W.)

ELECTIONS CLERK - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Co-ordinator of Elections and Freedom of Information, responsible for the preparation, printing and distribution of various Election forms, oaths, handbooks and manuals for election workers and candidates; oversees the preparation, filling and distribution of supply boxes for Election workers; responds to Election-related inquiries for the 2010 Municipal Election.

GENERAL DUTIES

Prepares and transcribes various Election forms, oaths, handbooks and manuals for election workers and candidates.

Arranges for printing and distribution of various Election forms, handbooks and manuals.

Prepares and transcribes various Election-related correspondence.

Co-ordinates the translation of Election documents into French as required.

Oversees the preparation, filling and distribution of supply boxes for Election workers.

Assists in training Election workers.

Prepares Election information and update including current list of candidates and information for candidates and Election Workers.

Receives and responds to Election-related inquiries from Members of Council, Candidates, Election workers, general public, Media, etc.

Assists the Election Officer in responding to telephone inquiries, e-mails and voice-mails from Election Workers and entering data into the Election Worker database as required.

Inputs, updates and retrieves Election data.

Following Election, assists Election Officer with dismantling supply boxes, prepares inventory of remaining supplies, dismantling Accuvote voting tabulators for storage and providing Coordinator with an Election Assessment (list of problem areas, successes and recommended actions, etc.) for next Municipal Election.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience related to election duties listed above normally acquired through a combination of education and related work experience.
2. Experience in a computerized environment. Sound working knowledge of computer applications including Microsoft Office XP, Microsoft Outlook, Word, Excel.

3. Ability to work in a fast-paced deadline-driven environment, maintaining focus and completing multiple tasks in short turn around times.
4. Ability to set priorities and outstanding organizational skills.
5. Ability to communicate effectively, both orally and in writing.
6. Must possess a class G driver's licence. Having a vehicle would be an asset.
7. Must be flexible in work schedule and available to work overtime as required to meet election operational needs.
8. Must be able to lift up to 40 lbs.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.