

TEMPORARY, CONTRACT HIRE POSITION
ELECTIONS DIVISION, OFFICE OF THE CITY CLERK

Class Specification

010701

SENIOR ELECTION CLERK
SR 12, BU 03

Duties Summary:

Supervises and participates in clerical work connected with the registration of voters and preparation for elections; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from other clerical classes by its responsibility for supervising and performing specialized clerical functions requiring the interpretation and application of election laws, rules and regulations.

Illustrative Examples of Work:

Supervises and participates in clerical work connected with the registration of voters and preparation of elections; arranges and schedules work of a large number of temporary and volunteer election clerks; supervises, instructs and/or trains such personnel in the processing of absentee ballots, voter registration affidavits, processing of source documents for data processing, tabulation of the results of votes cast, etc.; determines the voting eligibility of applicants by reviewing qualifications and referring to statutory requirements; prepares initial reports on appeals of denied applications; registers voters and administers oaths; compiles, prepares, proofreads and corrects list of registered electors; maintains a list of all street names within the City and County of Honolulu; prepares the district, precinct and street directory; compiles registration and voting statistics; formulates information and education programs to promote registration and election procedures; maintains files relative to registration and elections; compiles information pertinent to redistricting; prepares correspondence relating to inquiries on registration and elections; makes recommendations and participates in conferences relating to program procedures; may operate a motor vehicle.

04/09/24

*Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and four years of clerical experience, one of which shall have been in an elections program.

License Requirement: None

Knowledge of: principles and practices of supervision; election laws, rules, regulations and ordinances; office practices and procedures; filing systems; uses of various standard office machines.

Ability to: plan, assign and supervise the work of others; understand and interpret laws, ordinances, rules and regulations; make sound decisions based on facts; compare names and numbers accurately, give and follow oral and written instructions; deal tactfully and effectively with the public; work harmoniously with others.

Physical Requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

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*Minimum Qualification Requirements do not necessarily apply for temporary, contract hire applicants

CITY & COUNTY OF HONOLULU
DEPARTMENT OF HUMAN RESOURCES
JOB CLASSIFICATION SEARCH CATEGORY LISTING

Class	Title	BU	FLSA	EEO
010701	SENIOR ELECTION CLERK	SR-12 03 \$3449		N