

2848 ELECTION BOARD CLERK ELCT BD CLK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine clerical tasks and independently performs clerical work requiring a general understanding of specific office rules, procedures and policies related to general election law. The work is carried out in accordance with established procedures of the Ulster County Election Board in support of that function. Work is performed under the general supervision of a Commissioner or Deputy Commissioner of Elections with some leeway allowed for the exercise of independent judgment in the application of prescribed procedures and methods to day-to-day work. Supervision is not a function of this class. Does related work as required.

**THIS JOB TITLE IS IN THE
UNCLASSIFIED CLASS OF THE
CLASSIFIED CIVIL SERVICE AND
DOES NOT REQUIRE A CLASS
SPECIFICATION.**

**PLEASE CONTACT THE PERSONNEL
DEPARTMENT FOR MORE
INFORMATION.**

THANK YOU.