

5525 REGISTRARIAL CLERK REG CLK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of clerical and administrative tasks related to the responsibilities of the Ulster County Election Board in fulfilling Federal and State election mandates. The employee performs higher level clerical and general administrative tasks to facilitate the operation of a centralized elections program. The position requires a general understanding of specific office rules, procedures and policies related to general election law. Internal and external communications, recording and retrieval of election-related data, and other information required to fulfill the responsibilities of the Help America Vote Act (HAVA) are all part of the responsibilities of the position. The position differs from Chief Registrarial Clerk in that there are no supervision responsibilities and the employee is not responsible for acting in the stead of any higher level title in the Election Board. 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, or a Chief Registrarial Clerk, 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.**