



**Job Title:** Clerk  
**Department:** Elections  
**Hours:** Monday – Thursday 8:15 AM – 5:00 PM, Friday 8:15 – 12:15 PM. Overtime and evening hours during election season  
**Salary:** \$19.94 - \$23.72 per hour plus benefits. This is a union position.

**DEFINITION:**

The staff member is responsible for the various functions of the Office of the Election Commission. Employee works under the general supervision of the Election Commissioner with strict accordance to the Massachusetts General Law, the Revised Ordinances of the City of Revere, and Campaign Finance Law. The position performs routine to complex administrative and customer service functions assisting the Election Commissioner.

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below is intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Process registrations received online from the Registry of Motor Vehicles, MassHealth and the Health Connector.
- Prepare a monthly mailing to residents turning eighteen years of age accompanied by a notice to register to vote.
- Regular and ongoing professional interactions with the public as a representative of the City of Revere.
- Process pre-registrants when qualified from the online voter registration queue.
- General office work, including but not limited to answering the telephone, preparing responses to constituent requests, picking up the mail at the Post Office and in the Water department, sorting and delivering the mail, and assisting customers at a counter.
- File the completed work for the office staff as needed.
- Notarizing documents for constituents as needed.
- Assist the public, city departments and elected officials by furnishing routine information.
- Research of city records.
- Process mail-in voter registration forms, change of address cards and change of Party cards for voters and process the annual city census. Use the Assessor’s database to confirm the addresses are correct on new registrations and changes received.
- Follow up with voters by phone and letter as needed.
- Working with the Election Commissioner and office staff perform all the duties associated with conducting an Election to include absentee voting, supervised absentee voting at the nursing

homes, data entry, filing, producing labels and reports for candidates, and answer basic telephone inquiries regarding Elections.

- Using the Central Voter Registry System, perform the duties associated with conducting an Election to include certifying Candidates' Nomination papers, process outgoing and incoming confirmation cards for voters, prepare the forms, supplies and signs to be used on Election Day and package all supplies for delivery to the precinct.
- The staff member handles the input of all vital records being births, deaths and moves for constituents. On a monthly basis proof-read the registrations input the prior month.
- Process the Annual City Census mailing by opening sorting and processing residents/voters changes. Scan forms into the Central Voter Registry System and file all processed forms.
- The day after the Election scan the voting list into the Central Voter Registry system to capture the voter's history and work with the Election Commissioner to perform an audit of the Election.
- Performs all duties related to running an election on election day
- Performs other related duties as required.

#### **SUPERVISION RECEIVED:**

Works under the general supervision of the Election Commissioner following department rules, regulations, and policies to complete assigned tasks according to a prescribed time schedule, works independently and turns to the Election Commissioner for guidance.

#### **QUALIFICATIONS:**

- Revere residency preferred
- One to three (1-3) years of general office, administrative and/or customer service experience or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Candidate should have the ability and desire to become a notary.
- Associate's or bachelor's degree preferred.
- Ability to speak Spanish preferred.

#### **KNOWLEDGE, ABILITY, AND SKILLS:**

##### **Knowledge:**

- Candidate will be expected to learn standard operating procedures utilized by the elections department.
- Knowledge of general office skills and administrative processes.

##### **Abilities:**

- Ability to exercise independent judgment and maintain confidentiality.
- Ability to deal effectively, tactfully, firmly, and appropriately with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow written and oral directions and instructions.
- Ability to process accurate data entry records.
- Ability to formulate excel spreadsheets to analyze data.
- Ability to work effectively in a fast-paced environment.
- Ability to multitask in a fast-paced environment.
- Ability to lift or move up to 35 lbs.

**Skills:**

- Skilled in using automated systems and the Microsoft Office suite of products.
- Computer operation, automated data processing and software skills.
- Creative thinking, listening and problem-solving skills.
- Accuracy and attention to detail is required.

**WORK ENVIRONMENT**

Work is performed primarily in office conditions during regular business hours. Daily interaction with the public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to [jobs@revere.org](mailto:jobs@revere.org) by 5:00 PM Monday, May 17, 2021.