



## **NOTICE OF VACANCY**

**TITLE:** Assistant City Clerk, Elections  
**POSITION STATUS:** Full-time, non-union position with benefits  
**DEPARTMENT:** City Clerk  
**SALARY:** Up to \$66,500.00

### **JOB SUMMARY**

Under the general direction from the City Clerk (CC), the Assistant City Clerk (ACC) is responsible for assisting the CC in all duties and responsibilities of the CC Office with the focus on Elections to ensure that the ordinances, and state and federal laws associated with all local, state and federal elections are followed, supervising staff in the Elections office.

Manages all tasks relative to elections including (but not limited to), scheduling poll workers, election training, testing voting equipment, in-person early voting, vote by mail ballots, posting information to the Elections website. Must also work with vendors, other city departments and state officials relative to elections.

### **SUPERVISION RECEIVED AND SUPERVISION EXERCISED**

Reports directly to the CC, who may assign and review work and provide training as needed. Position provides supervision to Assistant Registrars, seasonal staff and election workers.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Manages and oversees all aspects of election preparation for city, state, federal, special elections and early voting in accordance with city, state and federal laws.

Maintains accurate voter database using the state computer by registering new voters, inactivating, and deleting voters per state law. Oversees the entering of absentee and vote by mail request applications, coordinates the process of handling all ballots from start to finish.

Manages and schedules poll workers for in-person early voting and election day, develops and implements poll worker training and assists the CC with this training, and keeps poll workers up to date on election law and answers questions. Oversees the annual mailing of census forms and voter confirmation cards and creating the city's poll book.

Certifies state and local election candidates, petition papers, ballot questions, and also prepares local nomination papers and campaign finance packets. Responsible for informing candidates relative to campaign finance report deadlines, posting them on the website and filing hard copies.

Manages local and state election calendar and deadlines.

Assists in organizing and preparing voting lists, election materials, and supplies to be delivered to the polling locations. Works with other city departments for set-up and break down of early voting and election day polling sites, obtaining police details, and develops and maintains relationships with the Office of the Secretary of Commonwealth.

Assists in finalizing all elections, developing spreadsheets to track elections stats and enter results, post results to the website and files the hard copy.

Posts and attends Board of Registrar meetings when necessary and takes minutes. Provides customer service to residents, voters and candidates by phone, email or in person.

Uses MUNIS to open requisitions, order supplies, pay bills, reconcile accounts and inputs payroll for the Election Staff as well all poll workers during election time and assists the CC on preparing the annual budget and department goals.

Assists in other duties as assigned by CC.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Computer skills including (Microsoft Word, Excel, PP, VRIS, and MUNIS), Municipal government experience desired especially those who have worked elections. Ability to multi-task, pivot, pay attention to detail, keep up with Election Law changes to implement them and deadlines. Provides leadership and problem-solving skills, and ability to use sound judgement, discretion, tact and confidentiality. Reports any issues to the CC or the State Elections Offices and communicates clearly and concisely, both orally and in writing. Keeps CC up to date on status of the office. Bi-Lingual (Spanish) preferred, but not required.

### **QUALIFICATIONS REQUIRED**

Highly organized, detail oriented and the ability to prioritize and multi-task. Must also be able to provide excellent customer service to city department heads, city employees and the public. Must be able to work independently as well as with others.

Bachelor's degree in Business, Political Science or other related field, Associates Degree in same with 2 years in public service in a municipality or a high school diploma with 5 years of public service in a local, state or federal government

### **PHYSICAL DEMANDS AND OFFICE ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to be mobile, communicate and use computers and other office equipment. The employee may occasionally lift and/or move up to 10 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, and typical of an office location. The noise level may increase depending on the event, ie, election season and the like, as well as off site at polling locations.

Qualified individuals are encouraged to apply, in writing, to the city, using this email address: [jobs@salem.com](mailto:jobs@salem.com). Position is open until a qualified candidate is selected.

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Lisa B. Cammarata, Director, Human Resources, 98 Washington Street, 3<sup>rd</sup> floor

**DATED: April 16, 2024**

The City of Salem is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.