

**Anne Arundel County Board of Elections**  
**Position Title: Election Clerk**  
7320 Ritchie Highway, Room 200 ♦ Glen Burnie, Maryland 21061 ♦ (410) 222-6600



**Purpose:** Election Clerks are critical to the successful conduct of an election. Due to the volume and importance of the work we are doing, Election Clerks will be assigned duties related to all aspects of the planning, administration, and certification of an election. Duties include creating new voter registration records, updating existing voter registration records, recruiting 3,500 Election Workers, creating absentee ballot voting records, issuing absentee ballots, reviewing precinct boundary lines and assisting with redistricting, preparing AccuVote-TS voting units and ExpressPoll 5000 Electronic Pollbooks for the 163 polling places in Anne Arundel County, canvassing and certifying the results of the 2012 Presidential Primary and General Elections, and conducting post-Election maintenance and cleanup of the voting system and voter registration records.

**Job Dates:** November 1 to December 31, 2012

**Pay:** \$10.00 to \$12.00 / hour (depending on experience) for 40 hours per week depending on availability. Overtime may be granted as needed to complete projects in a timely manner. Some overtime on deadline days and Election Days may be required. Time and a half is earned for hours worked over 40 hours in a week. Temporary employees do not earn leave or receive any benefits: medical, holidays, etc. Temporary employees are paid only for the hours actually worked.

**Hours:** 8:00 A.M. - 4:30 P.M. 40 hours per week preferred. Some scheduling flexibility is available. Overtime may be granted as needed to complete projects in a timely manner. Some overtime on deadline days and Election Days may be required. Days off and vacation time during the election cycle, March through May for the Primary Election and October through December for the General Election, are extremely restricted.

**Required Skills:**

- Knowledge and skills working with the Microsoft Office Package, in particular Word, Excel, PowerPoint, Access, and Project;
- Ability to learn and follow processes and procedures necessary to use the statewide MDVOTERS Voter Registration System;
- Ability to learn and follow election processes and procedures to correctly answer questions;
- 100% attention to detail;
- Ability to communicate and work effectively in groups;
- Must dress professionally;
- Must have a clean driving record;
- Punctuality; and
- Candidates must be trusted to handle sensitive voter registration and election information; and
- Must be able to pass a Maryland State Police CJIS-CR background check.

Apply for the position by emailing a cover letter and resume to David Garreis at the Anne Arundel County Board of Elections at [dgarreis@aacounty.org](mailto:dgarreis@aacounty.org) or by applying in person at the Anne Arundel County Board of Elections, located at 7320 Ritchie Highway, Room 200, Glen Burnie, Maryland 21061.



## JOB DUTIES

Individuals selected will be provided with subject matter training by the Anne Arundel County Board of Elections and assigned to a division, group or project.

All divisions, groups and projects require the ability to perform data entry, filing, proofreading, and answering phones.

## ELECTION WORKER DIVISION

- Assist with in-person transactions at the Election Office front counter by answering questions regarding Election Worker job descriptions.
- Use the statewide MDVOTERS Voter Registration System to enter new voter registration records and update existing voter registration records, as necessary.
- Recruiting 3,500 Election Workers.
- Enter recruited Election Worker information into MDVOTERS Election Worker Module:
  - Create Election Worker records;
  - Link the Election Worker records with the Voter Registration records;
  - Match prospective Election Workers to appropriate positions and polling place locations;
  - Assign polling place locations and training classes to Election Workers;
  - Fill Election Worker position vacancies as they occur at each polling place and Early Voting Center; and
  - Record training class and Election Day attendance.
- Ensure that each Election Worker receives payment:
  - Generate payment spreadsheets;
  - Verify information on payment spreadsheets against training class and Early Voting, and Election Day sign-in registers;
  - Forward payment spreadsheets to the Office of Finance; and
  - Create screenshots of new Election Worker records and forward the screenshots to the Office of Finance to receive a vendor number.

**NOTE: Election Workers must provide social security numbers in order to be paid by the Office of Finance. All employees assigned to the Election Worker Division must be trusted to handle sensitive personal voter registration information and be able to pass a Maryland State Police CJIS-CR background check.**

- Check-in Election Workers at Election Worker training classes.
- Make reminder phone calls to Election Workers to confirm their training classes.
- On Election Day: Arrive at the office at 5:30 a.m. to assist with polling place questions and assign standby Election Workers to replace no-show Election Workers.
- Assist with the conduct of paper Absentee and Provisional Ballot canvasses by opening absentee ballot envelopes and processing received absentee ballots.

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- Assist with the conduct of Service Learning Election Worker recruiting drives at Anne Arundel Community College and Election Worker recruiting efforts at Anne Arundel County High Schools.

**NOTE: Other duties may be assigned as needed.**

**VOTER REGISTRATION DIVISION**

- Create new voter registration records by processing Voter Registration Applications;
- Update existing voter registration records by processing address changes, party affiliation changes, name changes, and voter registration status changes;
- Scan paper Voter Registration Applications to create electronic images, attach the electronic images to the voter registration record, and proofread all data entry;
- Generate correspondence to registered voters, including Voter Notification Cards, confirmation cards, and merge letters;
- Use mailing equipment to fold and tab voter registration correspondence; and
- Process and canvass Provisional Ballot Applications following Early Voting and Election Day.

**NOTE: Other duties may be assigned as needed.**

**ABSENTEE BALLOT DIVISION**

- Create absentee voting records by processing Absentee Ballot Applications;
- Issue absentee ballots based on processed Absentee Ballot Applications;
- Scan paper Absentee Ballot Applications to create electronic images, attach the electronic images to the voter registration record, and proofread all data entry;
- Answer questions from the public related to the absentee voting process via phone, email, and in-person;
- Process in-person absentee transactions, including entering Absentee Ballot Applications and issuing absentee ballots;
- Prepare absentee ballots for domestic and international mailing;
- Conduct voter outreach programs for absentee voters to County nursing homes and assisted living centers;
- Canvass returned absentee ballots; and
- Audit returned absentee ballots to ensure 100% accuracy of statistics regarding the acceptance and rejection of absentee ballots.

**NOTE: Other duties may be assigned as needed.**



**VOTING SYSTEMS AND POLLING PLACES DIVISION**

- Proofread 2012 ballots and databases with 100% accuracy;
- Perform maintenance on the approximately 1,700 AccuVote-TS voting units used during Anne Arundel County elections;
- Lift and move (with assistance) up to 50 pounds of various election materials when assembling and distributing Election Day supplies.
- Download elections on PCMCIA memory cards for the Presidential Primary and General elections;
- Follow the strict care, custody, and control procedures for election databases and hardware and maintain inventory control;
- Program voting units for the 2012 elections and conduct Logic and Accuracy tests for all voting units;
- Perform maintenance on the ExpressPoll 5000 electronic pollbooks used to check-in voters on Election Day;
- Load voter registration databases on compact flash cards used in the electronic pollbooks;
- Program electronic pollbooks for the 2012 elections and conduct Logic and Accuracy tests for all electronic pollbooks;
- Prepare materials, pack, and unpack all polling place supply bags;
- Canvass all results for Early Voting, Election Day, Absentee Ballots, and Provisional Ballots with 100% accuracy;
- Upload Early Voting and Election Day results on state servers when the polls close on Election Day; and
- Assist with redistricting and Review precinct boundary lines for 189 precincts in Anne Arundel County with 100% attention to detail.

**NOTE: Other duties may be assigned as needed.**

**Location(s):**

**Election Worker, Voter Registration, and Absentee Ballot Divisions Location:**

Anne Arundel County Govt. Office Bldg.  
7320 Ritchie Hwy., Room 200  
Glen Burnie, MD 21061

**Voting Systems and Polling Places Division Location:**

Anne Arundel County Board of Elections Annex  
7409A Baltimore & Annapolis Blvd.  
Glen Burnie, MD 21061