

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, editing existing voter registration records, recruiting 2,500 to 3,000 Election Workers, creating absentee ballot voting records, issuing absentee ballots, preparing AccuVote-TS voting units and ExpressPoll 5000 Electronic Pollbooks for the 189 polling places in Anne Arundel County, canvassing and certifying the results of the 2010 Gubernatorial Elections and conducting post-Election maintenance and cleanup of the voting system and voter registration records.

Job Dates: April 1, 2010 to December 31, 2010

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 Dates and Election Days may be required. Days off and vacation time during the election cycle, June to November, are extremely restricted.

Required Skills:

- Knowledge and skill working with the Microsoft Office Package, in particular Word, Excel PowerPoint, and Outlook.
- 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;
- 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 or by applying in person at the 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 group or project.

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

Election Worker Group

- Assist with in-person transactions at the Election Office front counter by answering questions regarding Election Worker job descriptions.
- Using the statewide MDVOTERS Voter Registration System to enter new voter registration records and edit existing voter registration records, as necessary.
- Recruiting 2,500 to 3,000 Election Workers
- Enter recruited election judge information into MDVOTERS Election Worker Module:
 - Create Election Worker records;
 - Link the Election Worker records 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;
 - Record training class and Election Day attendance;
 - Generate payment spreadsheets;
 - Verify information on payment spreadsheets against training class and Election Day sign-in registers; and
 - Forward payment spreadsheets to Office of Finance.
- Create screenshots of new Election Worker records and forward the screenshots to Office of Finance to receive a vendor number.

NOTE: Election Workers have to provide social security numbers in order to be paid by the Office of Finance. All employees assigned to the Election Worker Group 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 in 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.
- 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 Group

- Create new voter registration records by processing voter registration applications;
- Edit existing voter registration records by processing address changes, party affiliation changes, name changes and voter registration status changes;
- Scan paper voter registrations applications to create electronic images, attaching the electronic images to the voter registration record and proofreading 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 Group

- 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 Group

- Proofread 2010 ballots and databases with 100% accuracy;
- Perform maintenance on the 1,752 AccuVote-TS voting units used during Anne Arundel County elections;
- Download elections on PCMCIA memory cards for the Primary and Gubernatorial elections;
- Follow the strict care, custody and control procedures for election databases and hardware and maintain inventory control;
- Program voting units for the 2010 elections and conduct Logic and Accuracy tests for all voting units;
- Perform maintenance on the 536 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 2010 elections and conduct Logic and Accuracy tests for all electronic pollbooks;
- Pack and unpack all polling place supply bags;
- Canvassing all results for Early Voting, Election Day, Absentee Ballots and Provisional Ballots with 100% accuracy; and
- Upload Election Day and Early Voting results on state servers when the polls close on Election Day.

NOTE: Other duties may be assigned as needed.

Location:

Election Worker, Voter Registration and Absentee Ballot Group Location:

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

Voting Systems and Polling Places Group Location:

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