



## **City of Phoenix**

# **ELECTIONS/ANNEXATION AIDE**

**JOB CODE 12000**

Effective Date: Rev. 02/92

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason for this temporary classification is the provision of clerical, semi-technical and some public interviewing support, both in the office and the field, related to assisting with City elections and providing information related to proposed annexations and improvement districts. The Aide is required to exercise considerable tact and diplomacy when working with the public. Oral and written assignments are often supplemented by maps, legal documents, elections supplies or other necessary forms. Work is performed under close supervision and is reviewed for completeness and accuracy by an Elections/Annexation Specialist I or II.

### **ESSENTIAL FUNCTIONS:**

- Arranges for polling places and compiles election boards;
- Proofreads election ordinances, maps, legal descriptions of precincts and area proposed for annexation;
- Posts required election notices, assembles and distributes election supplies, receiving election returns after polls have closed, and compiles supply inventory after elections;
- Assists in absentee and disabled voting during elections;
- Registers City electors;
- Compiles legal descriptions of privately owned properties and totals assessed valuation of each property in proposed annexation area;
- Circulates petitions for annexation by personally contacting property owner and explaining advantages of annexation into the City;
- Prepares progress reports on proposed annexations and calculates statistics;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Modern practices in recordkeeping functions and report writing.
- Office practices and equipment.



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- Basic mathematics.

Ability to:

- Learn real estate title and valuation work.
- Make accurate basic mathematical calculations.
- Understand difficult and technical problems related to annexations and to explain those problems clearly and concisely in non-technical language using the English language.
- Work cooperatively with the general public and other employees.
- Learn to read maps, plot plans and profiles.
- Keep accurate records and to produce written reports with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Communicate ideas in the English language.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Employees who serve in this class and who are skilled in a second language, may be called upon occasionally to utilize that skill in the routine performance of their duties.
- Some positions will require the performance of other essential functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Experience in administrative processes, election work, title examination or public contact work. Other combinations of experience and education that meet the minimum requirements may be substituted.