



## ELECTIONS SPECIALIST

**Department:** Auditor's Office

**Job Class #:** 445600

**Pay Range:** Professional 05

**FLSA:** Non-Exempt

**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is specialist work in the Elections Division of the Pierce County Auditor's Office. An employee in this class is responsible for planning, organizing, directing, and evaluating the activities of an assigned election area. This is a working specialist position. Work involves planning, distributing, assigning work to accommodate work fluctuations and changes; monitoring work compiled; taking corrective action to maintain acceptable quality standards; and training extra-hires and volunteers assigned to work in their particular areas. Specialist perform day-to-day assignments specific to their assigned area. Activities are governed by established policies, rules, and procedures which must be understood and interpreted in the specialty area assigned. Employees perform work in all election areas as assigned.

### **ESSENTIAL FUNCTIONS:**

- Coordinates and participates in the activities of a specialty in the Elections Division; determines work schedules and methods to expediting work-flow; issues instructions; and monitors work for accuracy and compliance to procedures and policies in specialty area assigned.
- Coordinates, organizes, and documents all legal aspects of an assigned specialty required to hold elections.
- Oversees all aspects of voter registration. Assists customers and candidates in all election activities.
- Oversees all aspects of ballot processing, including mailing out, receipt, opening, and preparing for ballot scanning.
- Oversees all activities related to voting machines and all supplies needed to conduct all elections.
- Prepares for an election following all federal laws and the Revised Codes of Washington (RCW's) and Washington Administrative Codes (WAC's), and County Code addressing election activities.
- Creates, designs, and maintains the Office of the Pierce County Auditor's Elections Division website.
- Performs quality control work including proofreading, grammar, and spelling.
- Designs and produces all publications, reports, manuals, flyers, legal advertisements, ballots and related election materials including Voter Pamphlets, and all jobs using a variety of desktop publishing software.
- Performs election setup, coding of tabulation software and election testing, to accurately count ballots and report results.
- Oversees the analyzing and implementation of redistricting plans and GIS mapping, and maintains district and precinct coverage.
- Conducts vote-by-mail elections. Orders all supplies necessary for vote-by-mail elections.
- Promotes a working partnership with the Post Office.
- Works with and provides information to political parties.
- Works closely with the Canvassing Board to ensure proper counting of ballots.
- Recruits, trains, assigns, and schedules voting center workers and ballot drop box workers.
- Recommends locations and coordinates arrangements for new voting centers.

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- Coordinates and oversees the preparation and distribution of election supplies to the voting centers.
- Coordinates and oversees the pick-up and transport of ballots.
- Enters and validates time entry for extra hires.
- Coordinates with vendors, as needed.
- Operates mechanical equipment.
- Performs Elections Clerk 2 essential functions, as needed.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Works a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Performs the physical requirements of the position; works within the established working conditions of the position.
- Meets travel requirements of the position.

#### **OTHER JOB FUNCTIONS**

- Perform other related job functions as required.

**SUPERVISION RECEIVED AND EXERCISED:** Supervision is received from the Election Supervisor and Elections Manager. Supervision is of a general nature, where completed work is reviewed for thoroughness, accuracy, timeliness, and compliance with regulations, policies, and procedures. Discretion and judgment are used in selecting the most appropriate guidelines, references, and procedures. Situations to which existing guidelines cannot be applied are typically referred to the Elections Supervisor or Manager.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Elections Specialist works in an office environment and/or in the field on a regular basis. Due to the nature of the work, the incumbent may be exposed to situations of a highly emotional nature; incumbents are expected to use verbal skills to independently resolve interpersonal situations to achieve desired results. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Work is subject to frequent interruptions, angry or volatile customers and occasional above average office noise. Frequent alternating from a seated to a standing position throughout the day is required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, extended standing, bending/stooping, pushing/pulling, overhead lifting and minimal unassisted lifting up to 35 lbs. associated with the job duties is required. Travel to various work sites throughout the region is required; public transportation may not be available to all locations required.

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

##### **Knowledge of:**

- RCWs and WACs as they apply to the Elections Division.
- General office policies, procedures, and tasks, including clerical duties.
- Spelling, punctuation and other rules of grammar.

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- Cash-handling procedures and the ability to maintain detailed records.

#### **Skill in:**

- Organizing, prioritizing and managing multiple tasks with unlimited interruptions.
- Operate personal computers, office software, and other related office or specialized equipment.
- Proficiency using Microsoft Word, Excel, Access and PowerPoint.
- Applying the proper procedures and law to specific election-related activities.

#### **Ability to:**

- Maintain accurate files and pay close attention to detail.
- Data entry at an acceptable level of proficiency as required by the position.
- Work with the public and maintain composure while working under stressful conditions and tight time constraints.
- Establish and maintain effective working relations with co-workers, public and private officials, and the general public.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Understand and follow written and verbal instructions.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Work with minimal supervision, exercise independent judgment, and manage time effectively.
- Plan, direct, and monitor work assignments of subordinate staff, extra-hire and volunteer workers assigned.
- Design and create election brochures, pamphlets, web page documents, ballots, election notices, manuals, and related documentation.
- Assist and learn other election specialty area assignments.
- Use desktop publication software programs, GIS, and other related computer programs.
- Evaluate the efficiency and effectiveness of administrative and clerical procedures.
- Perform general mathematical calculations, collect fees, and record related transactions.
- Achieve state certification as an Election Administrator under Washington State RCW and WAC regulations.

**MINIMUM REQUIREMENTS TO APPLY:** Four years of general clerical experience required. Two years Elections related experience preferred. Experience working in a lead or supervisory role and Certification as an Elections Administrator under (WAC) and (RCW) regulations are preferred. Additional education or related experience may be substituted equally for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position. Union membership is required within 30 days of employment. **Special Note:** Employees in this class may be limited as to vacation during the primary and general election season and will be required to work extended hours, on-call, or alternate hours during an election cycle.