



ELECTIONS SPECIALIST JOB DESCRIPTION

Job Title: Elections Specialist

Job Code: EE110

Pay Grade: 19

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: September 2015

NATURE OF WORK

Under general supervision, performs a variety of technical and administrative functions for the Lewis County Elections Department; processes voter registration applications and election ballots; maintains voter registration files; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains the Lewis County voter registration files with continual maintenance of **the** voter registration database. Receives and processes new voter registration applications by mail and online; maintains existing voter files by canceling deceased voters, pending incomplete applications and updating name changes and addresses on a daily basis.
- Maintains the State Wide Voter Registration Data Base (VRDB) for Lewis County through the Secretary of State's Office. Maintenance of the VRDB includes management of duplicate registrations within the state, transfer of registration to Lewis County from another county, felony management, deceased management and ID management.
- Maintains up to date information on all members and officers of the 65 junior taxing districts and all other elected officials in Lewis County on the local database as well as the Washington Election Information (WEI) system through the Secretary of State's Office.
- Assists Election Supervisor and acts for the Supervisor in his/her absence.
- Prepares and sends voter verification letters and correspondence to voters.
- Performs other tasks such as filing, computer input and mapping/precinct maps.
- Verifies the accuracy of voter information through various search engines such as Lexis Nexis & Secure Access Washington.
- Assists with ballot preparation; prints ballot envelopes; inserts ballots in envelopes; mails ballots; calculates costs associated with the preparation of ballots.
- Assists candidates with filing; collects related fees. Receives, reviews, approves and uploads candidate statements and photos for Online Voters' Guide.
- Processes election ballots including receiving, counting, and verifying ballot signatures.
- Responds to public inquires for information; compiles data and generates special election reports for

- customers; collects related fees.
- Compiles data and prepares reports for Public Disclosure Commission and Election Assistance Commission yearly.
- Provides customer service at the counter, by email and telephone.
- Performs a variety of customer service functions in the Licensing and Recording departments.
- Notarizes various types of documents as requested by the public

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; subject to sitting and standing for extending periods of time, bending, reaching, and lifting of objects up to 25 pounds.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. required.

3+ years progressively responsible experience in large database management and technology, including operations in complex computer systems and data input.

Ability to successfully complete required education including training classes and obtain Elections Administrator Certification within 24 months. Must possess the functional skills necessary for the performance, maintenance and system improvements involved in all aspects of voter registration and elections work.

Must possess the ability to work with the public in stressful situations with civility, professionalism and courtesy. Notary Public License and a valid Driver's License are required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of elections, voter registrations, and managerial methods.
- Regulations and laws governing County election activities.
- Voter registration systems and elections equipment.
- Elections and voter registration records, reports, and documentation.
- County policies and procedures.

Skills in:

- Coordinating and performing a variety of technical and administrative elections functions.
- Ability to grasp new techniques, read, interpret and apply work related rules, regulations, laws and procedures.
- Able to effectively communicate with others both orally and in writing.
- Responding to public inquiries and providing information regarding election services, programs, policies, and procedures.
- Able to maintain confidentiality of sensitive information.
- Assisting with the preparation and processing of election ballots.
- Responding to inquiries and providing customer service to the public.
- Establishing and maintaining effective working relationships with County departments, candidates, outside agencies, and the general public.

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- Able to work independently and self-motivated to complete required deadlines while simultaneously completing other tasks.
- Must be experienced with Microsoft Word and Excel.