

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

**Job Title:** Elections Deputy

**FLSA:** Non-exempt

**Department:** Elections

**Union Affiliated:** Yes

**Reports to:** Elections Supervisor

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### **General Position Summary:**

An Elections Deputy, with authority as a Deputy Auditor, is responsible for critical functions of the Elections Department including conducting elections and maintaining voter registration. This position ensures ballots, local voters' pamphlets, election supplies and equipment are accurately prepared and maintained within prescribed deadlines and according to Washington State laws and county procedures. This position coordinates ballot processes, precinct /jurisdiction changes, operates the ballot tabulation system, trains and oversees Opening Board workers, and directly instructs part-time staff.

### **Essential Duties and Responsibilities:**

1. Perform various clerical and receptionist duties including recordkeeping, general correspondence, answering phones, and customer service by attending to the public candidates, county departments, stakeholders, various state agencies, and jurisdictions.
2. Maintain voters' registration information in the County's voter registration database and ensure all voter registration information is uploaded to and matched with the Secretary of State's Voter Registration Database per applicable statute and county procedures.
3. Establish and maintain procedures.
4. Implement state law changes as they pertain to voter registration and elections.
5. Create the Sample Ballot for each election and various other election documents, such as Candidate Guidelines, Local Voters' Pamphlets, and instruction inserts. Coordinate with printers of pamphlets and ballots. Responsible for completion of such projects within the required time-lines.
6. Accept, process, and record declarations of candidacy, oaths of office, annexations, resolutions, petitions, candidate recalls, voter registration challenges, and various other official documents. Maintain current information of elected officials at federal, state and local levels.
7. Perform and oversee daily processing of ballots during elections.
8. Coordinate, train and oversee daily activities of the opening board and other part-time employees.
9. Conduct voter outreach at elementary schools, the Cowlitz County Fair, Civics Week, high school ASB elections, and other group presentations.
10. Resolve or refer to supervisor or Secretary of State any election problems as they occur to ensure voting activities are not obstructed.
11. Organize, archive, index, store and secure Cowlitz County election documents.
12. Communicate information effectively to multiple groups of stakeholders, sometimes with competing interests.

13. Attend and participate in mandatory on-going training including certifications and annual training. Maintain up to date knowledge of changes in statutes governing elections.
14. Attend and participate in staff meetings. Present recommendations on department's performance and services it provides.
15. Maintain and coordinate curbside ballot drop off boxes, including general maintenance of drop boxes, ballot pick up times, staffing, and securing during elections.
16. Program, test, and operate ballot design, printing, adjudication, and tabulation software.
17. Perform or supervise the preventative maintenance of election equipment.
18. Organize and conduct annual training of part-time opening board workers and various part-time election staff.
19. Organize and conduct annual training of election observers and political party observers.
20. Work with the Federal Voting Assistance Program (FVAP) to register and update registration information of military and overseas voters.
21. Coordinate and oversee the ballot inserting process for mailing Official Ballots from the mail house.
22. Work toward long-term improvements in processes, procedures, and technology.
23. Interpret state and federal law and ensure compliance with all applicable federal and state requirements and county procedures.
24. Perform other duties as assigned.

### **Minimum Qualifications:**

1. High School diploma or equivalent.
2. Must pass Level 4 (Silver Level) of each of the 3 ACT/Work Keys – National Career Readiness Tests (NCRC) through Lower Columbia College (LCC) or provide a passing NCRC Certificate or current employees of Cowlitz County must have passed the Cowlitz County Clerical Exam.
3. Must be certified by the state as an election administrator within 24 months of employment.
4. Must maintain certification by the state as an election administrator.
5. Experience in modern clerical practices and procedures. Experience with and ability to efficiently use a personal computer and applicable software to successfully perform the essential functions of the position.
6. Must be bondable (able to be covered by the County's liability/risk insurance).

### **Required Skills and Abilities:**

1. Excellent interpersonal and customer service skills to courteously deal with the public and staff and able to handle public pressure and disgruntled public and courteously resolve situations.
2. Work in a cooperative office environment.
3. Work well in a fast-paced, multi-task work environment and maintain focus while attending to different tasks simultaneously, yet completing each task on or prior to deadline.
4. Skilled at effectively communicating and explaining processes and legal aspects to the public. Excellent communication skills, oral and written, in a professional business-like manner. Possess strong public speaking skills.
5. Possess or develop a good understanding of the statutes and ordinances applicable to the functions of the department.
6. Ability to manage complex projects involving technology.

### **Equipment or Tools:**

1. Operate standard office equipment including fax, copier, multi-line phones, adding machine, scanners and printers.
2. Operate a personal computer and Microsoft Office. Work to update and maintain the department's website.
3. Operate and perform general maintenance of ES&S election software and election tabulation equipment.

### **Job Scope:**

#### Level of Supervision Received:

Operate under moderate supervision. Level of supervision may be higher during training or special projects. Required to provide regular status reports.

#### Level of Supervisory Responsibilities:

This position is quasi supervisory in nature, and will lead, train and direct daily work activities of temporary employees or new employees during training.

Contact/Communication with others:

Extensive contacts and communication during election periods, oral and written. Contacts occur with own department staff, other county employees, candidates, citizens, temporary employees, and other local or state agencies. Communication may be in person, over the phone, fax, correspondence or electronic form. This position makes educational presentations regarding voting and elections process.

Decision Making Capacities:

Limited to the essential duties of the job, applicable procedures and statutes. Consult with supervisor for unusual or out-of-scope matters.

**Working Conditions:**

1. May require work hours in excess of 7.5 hours per day or 5 days per week. Expect work hours during elections to include overtime and work on weekends necessary to complete the tasks per applicable RCW and WAC.
2. Require travel for training purposes and commute to other departments or government agencies.
3. Deal with the different circumstances that may rise during customer service duties including disgruntle citizens and citizens from diverse backgrounds.
4. Observe, abide, and set example, of all county and department policies, goals, and objectives.
5. Able to work well and complete duties under stress, and deadlines, while attending to multiple duties simultaneously. Demands to meet deadlines increase during elections.
6. Tolerate prolonged computer related exposure. Ability to sit/stand at a workstation for long periods of time.
7. Requires mental flexibility and creativity as well as an exacting standard of workmanship.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking			X		
Climbing			X		
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.					X
Lift/Carry up to 30 lbs.				X	
Lift/Carry up to 50 lbs.				X	
Push/Pull up to 25 lbs. of exertion					X
Push/Pull up to 50 lbs. of exertion				X	
Work below waist level			X		
Work at waist to shoulder level					X
Work above shoulder level			X		
Reach further than arm's length		X			
Fingering					X
Grasping / Holding				X	
Talking					X
Hearing					X
Seeing					X
Work in confined spaces	X				
Exposed to extreme temperatures			X		
Operate tools or machinery (incl. office equip.)					X
Operate motorized vehicles/equipment			X		
Work at heights balancing		X			
Use/exposed to hazardous substances			X		

01/2002, 02/2004,

08/2005, 07/2014

Last Revision

Department Head \_\_\_\_\_

Incumbent \_\_\_\_\_

Date \_\_\_\_\_