



CAREER OPPORTUNITY

Job Title:	Elections Supervisor
Classification:	Included in the Current Expense Bargaining Unit
Reports To:	Douglas County Auditor
Location:	Douglas County Courthouse - Waterville
Salary Range:	8 Step Salary Range - \$3,387 - \$3,877/monthly
Posting Dates:	December 8, 2017
Posting Type:	In-House and Public
Deadline:	Open until filled

ABOUT DOUGLAS COUNTY

Douglas County was created in 1883 and named after U.S. Senator Steven Douglas of Illinois who was the chairman of the U.S. Commission on Territories when the Territory of Washington was created. Waterville was designated the County Seat in 1886 and the current Courthouse was initially constructed in 1905. Douglas County is located near the geographic center of Washington State. The Columbia River binds it on the north, the west and the south. Grant County, formerly a part of Douglas County, is on the east.

POSITION OVERVIEW

This position is Responsible for supervising and administrating all elections held in Douglas County.

ESSENTIAL FUNCTIONS OF THE JOB

- ◆ Must understand, interpret, and communicate election related laws.
- ◆ Maintain a county and state voter registration database.
- ◆ Assist in the maintenance and operation of a VRDB.
- ◆ Maintain the WEI website.
- ◆ E-Mail advertisements and notices for publication to newspaper.
- ◆ Distribute, track and order election inventory.
- ◆ Maintain written and oral communications with customers.
- ◆ The installing new election, cleaning, testing and operating ballot tabulation equipment and AutoMark.
- ◆ Preparing Logic & Accuracy matrix and testing on tabulation for all elections.
- ◆ Assist in the supervision of part-time election workers.
- ◆ Assist in conducting training seminars for part-time election workers.
- ◆ Prepare and distribute ballots to voters.
- ◆ Assign precincts and levy codes to voters.
- ◆ Co-ordinate with GIS department to keep accurate district and precinct maps.
- ◆ Keep an accurate record of the official elected in Douglas County districts.
- ◆ Help coordinate with all departments and the Public Utility District on any changes needed for the census.
- ◆ Assist in the conduct of voter outreach activities and ADA committee activities.
- ◆ Assist in the maintenance of a comprehensive office filing system.



- ◆ Think creatively to increase voter turnout and registration as well as to improve election administration procedures in Douglas County and Washington State.
- ◆ Maintain Douglas County Policy and Procedures Book.
- ◆ Maintain Douglas County Canvass Procedures Book.

OTHER RESPONSIBILITIES AND FUNCTIONS

- ◆ Time management skills to meet deadlines.
- ◆ Organize and plan multiple tasks and responsibilities.
- ◆ Perform responsible and complex work involving the use of independent judgment and personal initiative.
- ◆ Efficiently operate an assortment of office machinery such as a fax machine, copier, printer, etc.
- ◆ Knowledge of business and skills including office procedures, equipment usage, spelling and grammar, scheduling, filing, accounting, budgeting, office machines, etc.
- ◆ Must demonstrate and maintain the desire and willingness to work well with co-workers, county offices, and other entities.
- ◆ Above average communication skills: verbal, non-verbal, and written.
- ◆ Project a positive and professional image.
- ◆ Utilize RCW's, WAC's, and other resource materials as needed.
- ◆ Act as backup for other divisions within the department.
- ◆ Perform other duties and responsibilities as assigned.
- ◆ Attends meetings and seminars both in and out of the area.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- ◆ Local, state, and federal policies and roles as they relate to County Government and administration procedures and operations.
- ◆ Personal computers and software programs e.g. Windows, Microsoft Office, Internet, E-mail.

Skills in:

- ◆ Gathering, analyzing, and interpreting data into usable formats.
- ◆ Problem solving techniques.
- ◆ Phone etiquette and technique must be above average.
- ◆ Operation of a multi-line phone system.
- ◆ Operate a personal computer and software necessary to perform the requirements of the job.
- ◆ Effectively dealing with people who may be emotionally charged by issues or information being presented.

Ability to:

- ◆ Maintain confidential status; to act with confidentiality and process confidential written and verbal information.
- ◆ Be a team player.



- ◆ Explain complex issues in a simple understandable manner.
- ◆ Project a positive, professional image for self and the County.
- ◆ Work in and around stressful situations.
- ◆ Work independently.
- ◆ Effective communications verbally and in writing.
- ◆ Relate with co-workers, elected officials, public and private individuals and agencies in a positive manner.
- ◆ Meet deadlines while maintaining flexibility necessary to accommodate any given situation.
- ◆ Physically perform the essential job functions of this position.

PHYSICAL REQUIREMENTS

- ◆ Sitting for extended periods of time while operating a computer or performing other office functions at a desk.
- ◆ Manual dexterity necessary to perform repetitive tasks including the operation of a keyboard and a 10-key adding machine.
- ◆ Walking to and from various offices and departments, etc.
- ◆ Climbing stairs in the office and other facilities in which this position visits or works in.
- ◆ Lifting up to a maximum of 50 pounds waist high.
- ◆ Climb a 3 to 4 foot ladder to place and return storage boxes.
- ◆ Bending, stooping, and twisting during the course of performing required job functions.
- ◆ Sight and hearing of acceptable standards.

WORKING CONDITIONS

- ◆ Duties are mainly performed in a busy office environment.
- ◆ This position works unsupervised.
- ◆ Shifts other than the traditional 8:00 am to 5:00 pm.
- ◆ Overtime, evening, and weekend work may be required.
- ◆ Environment may be stressful in striving to meet deadlines.
- ◆ May require travel with reasonable accommodation to off-site facilities.
- ◆ Regular attendance is required.

RECRUITING REQUIREMENTS

- ◆ A high school education or equivalent.
- ◆ A certification as a Washington State Election Administrator must be acquired within 18 months of employment.
- ◆ Maintain certification by attending training workshops and conferences.
- ◆ A college education or previous election experience including Election Certification is preferred.
- ◆ Strong computer skills and excellent written, oral, and interpersonal communication is preferred.
- ◆ A valid Washington State Drivers License.
- ◆ A completed application and resume.
- ◆ A background security check may be required if a job offer is made.



CLOSING STATEMENT

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- ◆ A valid Washington State Drivers License.
- ◆ A completed application and resume.
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Reviewed by:

Name Title Date

Witness:

Name Date

Douglas County is an equal opportunity employer and does not discriminate on the basis of disability in the admission or access to, treatment or employment in its programs or activities.
ADA accommodations available upon request.



How to Apply

Application, Resume, Current Driving Abstract from the Department of Licensing Required

PLEASE SEND COMPLETED APPLICATION TO:

Douglas County Human Resources

140 19th St. NW, Suite A
East Wenatchee, WA 98802

Dayna Prewitt, Clerk of the Board/Human Resources – hr@co.douglas.wa.us

Applications Available online at:

douglascountywa.net/departments/hr

(or)

Douglas County Public Services Building
140 19th St. NW, Suite A
East Wenatchee, WA, 98802