



Elections Associate I (Extra-Help/Seasonal)

Class Code:

[11.1-Unrepresented]

COUNTY OF SAN BENITO

Established Date: DATE

Revision Date: DATE

DEFINITION:

Under direction, to learn, assist with, and perform a variety of seasonal office, administrative and general support work for the Elections Department.

DISTINGUISHING CHARACTERISTICS

This is an entry, training and basic working seasonal level support position. Incumbents learn to perform a variety of support assignments requiring general knowledge of the functions, policies, and procedures of the Elections Office. This class distinguished from the Elections Associate II (Extra-Help/Seasonal) in that incumbents perform a lesser scope of assignments, under closer supervision of County Clerk-Recorder-Elections personnel.

REPORTS TO

Assistant County Clerk-Recorder, Sr. Deputy County Clerk-Recorder-Elections, or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; bend, stoop, and kneel; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Assists with recruiting locations for polling places, training classes, distribution and return centers, ballot drop-off sites, and voting centers;

Assists with voter education and outreach events;
Assists with preparation, distribution, and pick-up of supplies for polling places, outreach events, training classes, and other election events;
Assists with the processing of voted ballots, includes opening and flattening, damaged ballot duplication, sorting manual ballot tallying, and machine tabulation;
Assists with the sorting, batching, and preparing of voter registration forms and other election related documents for data entry and processing;
Assists with the processing, and verifying of Vote by mail and Provisional Ballots;
Assists with the issuing of ballots to qualified voters in person and by mail;
Scans materials into tracking system, package and prepare materials for storage, move and state materials at each step of the process;
Answers inquiries and provides information to the public about elections and voter registration in person, in writing, and by telephone;
Performs data entry of voter registration and election information in to the election management system and looks up information as needed;
May offer orientation or answer procedural questions;
Other duties as assigned.

TYPICAL QUALIFICATIONS – TRAINING & EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of responsible clerical, office, and general administrative support work experience OR One year of general work experience AND Associates degree from an accredited college or university OR Bachelor's degree from an accredited college or university.

STRONGLY DESIRED: Elections related experience OR Elections administration certification.

KNOWLEDGE OF / ABILITY TO:

Knowledge of:

Learn and perform a variety of administrative, office, and general support work with minimal guidance.

Read, interpret, and apply policies, procedures, and regulations.

Customer services principles, including the handling of irate and distress people.

Learn to operate a computer and use department software in the performance of assigned work.

Ability to:

Learn the laws, rules, regulations, and policies affecting the functions and procedures of the Elections, including public access to documents, filing of petitions, and the registration of voters.

Learn and perform a variety of basic elections support functions.

Learn the terminology related to the functions and operations of Elections Office.

Gather and organize data and information.

Use a computer and appropriate software for word processing, and record keeping functions.

Deal tactfully and courteously with the public and other staff when explaining the functions, policies, and procedures of the Elections Office.

Establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS:

Possession of, or the ability to obtain, an appropriate valid California Driver's License.

Required to work weekends and evenings during peak election periods and to attend meetings or trainings.

All County employees can and will be called upon to act as Disaster Workers when needed.

SUPPLEMENTAL INFORMATION:

The contents of this class specification shall not be construed to constitute an expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of San Benito assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or admissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.