



Elections Associate II (Extra-Help/Seasonal)

Class Code:

[17.1-Unrepresented]

COUNTY OF SAN BENITO

Established Date: DATE

Revision Date: DATE

DEFINITION:

Under direction, to perform seasonal administrative work involved in the Elections Department; may provide direction to extra-help/seasonal or volunteers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working seasonal level support position. Incumbents are normally assigned an Elections Program, but may be cross-trained and rotate between programs within the Elections Department. Positions in this class provide seasonal support to County Clerk-Recorder-Elections personnel, may provide direction to extra help/seasonal or volunteers, and are distinguished from the Elections Associate I (Extra-Help/Seasonal) by the use of independent judgment.

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.)

Coordinates with locations for polling places, training classes, distribution and return centers, ballot drop-off sites, and voting centers;
Participates in voter education and outreach events;
Prepares, distributes, and picks-up supplies for polling places, outreach events, training classes, and other election events;
Processes voted ballots, includes opening and flattening, damaged ballot duplication, sorting manual ballot tallying, and machine tabulation;
Sorts, batches, and prepares voter registration forms and other election related documents for data entry and processing;
Prepares, verifies, and processes Vote by mail and Provisional Ballots;
Issues ballots to qualified voters in person and by mail;
Recruits and trains Election Volunteers on resolutions to possible problems in accordance with procedure;
Prepares, verifies, and processes Petition, including nominations, initiative, and recall, and performs second-level verifications;
Proofreads official ballots, sample ballot and voter information pamphlet text, department website information, publications, and other election-related voter materials;
Administers candidate nominations, measures, and campaign finance filings, including preparation and immanence of records;
Updates voter registration records based on information from statewide voter registration database and other government agencies, including USPS and DMV;
Exercises considerable judgment, discretion and interpretive ability in determining the needs of caller and visitors;
Answers inquiries and provides information to the public about elections and voter registration in person, in writing, and by telephone;
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:

The equivalent of one year of responsible work experience performing elections administration and support functions OR One year of general work experience AND Bachelor's degree from an accredited college or university.

STRONGLY DESIRED: Elections related experience OR Elections administration certification.

KNOWLEDGE OF / ABILITY TO:

Knowledge of:

Organization, functions, programs, policies, and procedures of an administrative environment.

Principles of supervision, work direction, work coordination, and training.

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

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

Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

Assist with planning, organizing, and coordinating the functions of the Elections Office.

Provide supervision, work direction, work coordination, and training for other staff.

Perform a variety of complex and specialized support work related to the functions and operations of the Elections Office.

Read, understand, interpret, explain, and apply a variety of rules and regulations related to the functions of the Elections Office.

Design and redesign applications and elections materials.

Manage multiple priorities while meeting deadlines.

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

Gather and organize data and information.

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.