



Elections Warehouse 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 warehouse, pickup/delivery, and technical 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 Warehouse 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

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

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

TYPICAL PHYSICAL REQUIREMENTS

Stand for extended periods; frequently walk and drive; bend, stoop, and kneel; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 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 a warehouse 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.)

Assist in delivery of spare equipment and supplies;
Assist with staging heavy equipment containers for delivery;

Assists with preparation, distribution, and pick-up of supplies for voting centers, outreach events, training classes, and other election events;
Assists with testing functions of electronic voting equipment;
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;
Drive regularly to each drop box on an assigned route to make ballot collections;
Scans materials into tracking system, package and prepare materials for storage, move and state materials at each step of the process;
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:

One year of responsible warehouse, receiving, stocker, loader, or support work experience with basic computer entry experience. Preferred candidates will have attention to detail and be able to lift and carry material weighing more than 50 pounds. All candidates should be comfortable driving for assignments as necessary. Drivers will either use county vehicles or be reimbursed for their mileage. These positions may require some weekend and evening work assignments and will require overtime as Elections approaches.

STRONGLY DESIRED: Elections related experience.

KNOWLEDGE OF / ABILITY TO:

Knowledge of:

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.

Learn and perform a variety of basic elections support functions.

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

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

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.