Office of Human Resources
Elections Division Assistant – CA2260

**General Statement of Duties**

Administratively and technically participates in implementing, coordinating and completing those processes which constitute election planning and preparation, candidate coordination and ballot access, voting administration, and auditing and protecting election results.

**Distinguishing Characteristics**

The Elections Division Assistant is distinguished from the Election Support Assistant that performs full performance support work in elections, including registering, processing and tracking voters and providing information to the general public regarding election procedures and regulations.

**Guidelines, Difficulty and Decision-Making Level**

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

**Level of Supervision Received & Quality Review**

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

**Interpersonal Communication & Purpose**

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

**Level of Supervision Exercised**

By position, supervises clerical and other support staff and/or temporary election workers.

**Essential Duties**

Assists in the planning, recruiting, hiring, training, placement, payroll, and oversight of temporary workers (election judges) for the Elections Division of the Office of the Clerk and Recorder.

Ensures and maintains best practices for the hiring of temporary election worker positions; including compliance with all applicable laws, rules, regulations and procedures for the hiring of temporary election workers.

Focuses on continuous process improvement, decreasing election judge attrition, streamlining work processes, and working cooperatively and jointly, with both internal and external stakeholders, to provide quality customer service.
Serve as ballot access liaison, including, but not limited to: communications with candidates about qualification requirements; communications with issue committees about requirements to place measures on the ballot; coordination of candidate and initiative filings; and providing training to candidates and committees.

Establishes and maintains voter databases, statistical reports and related electronic applications and U.S. Postal Service relationships needed to authorize, record and audit in person, mail, oversees and military voter, and provisional election ballots.

Provides the public with general and/or explanatory information, answers questions and resolves problems.

Acquires all necessary election worker resources to fulfill required positions at voting sites to carry out voting operations.

Adapts materials, equipment, logistics and absentee voting procedures to voter registration figures, the numbers and locations of voting stations, changes in voting operations procedures, disabled accessibility and bilingual requirements.

Participates in post-election audits and voting record maintenance.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, report, charts, graphs or tables; applies what is learned from written material to specific situations.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Knowledge & Skills**

Knowledge of addition, subtraction, multiplication and division sufficient to be able to perform simple computations.

Knowledge of computer applications sufficient to be able to develop spreadsheets, forms, and databases.

Knowledge of Election Division policies and procedures sufficient to be able to organize various locations and types of elections as required.

Knowledge of inventory practices sufficient to be able to maintain an adequate level of supplies.
### Education Requirement

Associates degree.

### Experience Requirement

Two (2) years of paraprofessional work.

### Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

None

### Working Environment

Subject to many interruptions.
Subject to long irregular hours.
Pressure due to multiple call and inquiries.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Balancing: maintaining body equilibrium to prevent falling over.
- Carrying: transporting an object, usually by hand, arm, or shoulder.
- Eye/hand/foot coordination: performing work through using two or more.
- Fingering: picking, pinching, or otherwise working with fingers.
- Handling: seizing, holding, grasping, or otherwise working with hands.
- Hearing: perceiving the nature of sounds by the ear.
- Reaching: extending the hand(s) and arm(s) in any direction.
- Sitting: remaining in the normal seated position.
- Talking: expressing or exchanging ideas by means of spoken words.
- Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

### Background Check Requirement

Criminal Check
Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.
Class Detail

Pay Grade: A-617
FLSA Code: N
Management Level: 9
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 2/4/2020
Revised By: Greg Thress
Class History: Job duties revised, Mgmt Level changed from 10, and Distinguishing Characteristics added.