



THURSTON COUNTY
invites applications for the position of:

Election Specialist

SALARY: \$3,249.00 - \$4,322.00 Monthly

OPENING DATE: 02/24/17

CLOSING DATE: 03/10/17 04:00 PM

SUMMARY OF DUTIES:

The Election Specialists within the Thurston County Auditors Office assist in the preparation and operation of County elections by processing voter registration applications and election ballots. This position is also tasked with maintaining voter registration files, selection and training of election extra help staff and education programs and have a significant amount of public contact requiring effective communication and service to customers.

Other duties include but are not limited to:

- Reviews voter registration applications by mail, in person, and online for accuracy, completeness, and compliance with statutory election requirements.
- Maintains the statewide voter registration database (VRDB) for Thurston County through the Secretary of State's Office.
- Processes voter registrations, audits data entry, researches and resolves discrepancies or errors, and issues voter identification cards.
- Maintains oath of office.
- Prepares and sends voter verification letters and correspondence to voters.
- Assists candidates with filing and collects related fees.
- Processes election ballots including receiving, counting, and verifying ballot signatures.
- Compiles data and prepares reports for Public Disclosure Commission and Election Assistance Commission yearly.
- Assembles and provides voter registration forms and supplies to locations throughout the County.
- Responds to public inquires for information; compiles data and generates special election reports for customers.
- Implements changes required by federal and state law within areas of responsibility.

QUALIFICATIONS:

- High School Diploma or GED and college courses in business, office management or public administration. Additional experience may be substituted for education on a year for year basis.
- Three years of office experience, including data entry and interaction with the public.
- Ability to utilize a personal computer and related software packages to perform information processing, analysis, information retrieval and tracking.
- Must possess a valid Washington State Driver's license, or the ability to obtain a license within 30 days of employment, or otherwise meet the travel requirements of the position.
- Election Certification (may be obtained through the Office of the Secretary of State within two years of the date of hire).
- Must type 60 wpm.
- Must be willing to work overtime to assist in the preparation and coordination of elections.

DESIRED SKILLS:

Knowledge of the political system, State and County statutes/ordinances, precincts, election laws, and election procedures.

Ability to grasp new techniques, read, interpret and apply work related rules, regulations, laws and procedures.

Coordinating and performing a variety of technical and administrative elections functions.

Ability to work independently and self-motivated to meet required deadlines while simultaneously completing other tasks.

Ability to be accountable for financial transactions.

OTHER POSITION RELATED INFORMATION:

Contact Person: Tillie Naputi-Pullar (360) 786-5408

This position is:

- represented by a union
- eligible for benefits
- classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Resume
- Cover Letter

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.thurston.wa.us/hr/index.htm>

Position #02R00059
ELECTION SPECIALIST
TN

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