



Job Opportunities & Classification Specifications

Elections Technician



Salary □	\$16.86 - \$22.58 Hourly	Location □	Salem, OR
Job Type	Full-time Regular	Department	Clerk - Elections
Job Number	043-2017-2		
Closing	11/30/2017 11:59 PM Pacific		

DESCRIPTION	BENEFITS	QUESTIONS
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GENERAL STATEMENT OF DUTIES

Provides assistance to the Elections and Recording Manager. Assumes primary responsibility for specific technical and operational functions of the elections process for Marion County. Manages multiple tasks in compliance with state and federal laws, rules, and regulations. Does related work as required.

SUPERVISION RECEIVED

Works under the supervision of the Elections and Recording Manager, who assigns work, sets goals and reviews work for accuracy and conformance to department standards and laws governing the elections process.

SUPERVISION EXERCISED

Supervision of employees is not a responsibility of positions in this class; however, exercises lead direction, and trains regular and temporary employees, and election board workers.

Typical Duties - Duties include, but are not limited to the following

- Administers the training and daily management of the voter registration files (active, inactive canceled), all supporting files i.e. military/long-term voters, absentee voters and directs required mailings per the National Voter Registration Act (NVRA) of 1993 and the Help America Vote Act (HAVA) of 2005. Provides training of temporary workers in data entry and maintenance of the voter registration records. This includes but is not limited to: processing courier and U.S. mail per NVRA/HAVA; data entry, proof reading, filing, imaging and, preparations for voter mailings per NVRA /HAVA that occur prior to and after each election. . Manages ballot flow during an election from pick-up at the post office through opening the envelopes. Signature verification procedures with regard to returned ballots and signature petition sheets.
- Greeting public, phone and counter work, interprets election law and rules for candidates and the public. Manages the distributing and receiving of registrations cards; answers questions concerning registration. Oversees the in-office voting i.e. issuing of ballots, mailing of ballots, receiving of ballots. Oversees and directs the ballot sorting operation and process. Distribution and explanation of election specific cumulative and canvass reports. Certifies copies of voter registration profiles and issues precinct memorandum cards. Determine, for any given address in the County, appropriate voting jurisdictions. Accept, review and process candidate, measure and voter pamphlet filings for all special districts in the County. Provide forms and assistance for absentee voters. Interpret election laws and Administrative Rules in regards to citizens and districts for candidacy filings, recalls, initiatives, referendums, measure filings.
- Manages the special district files and acts as a liaison with the districts. Produce and update documentation on district's board of directors. Manages required election specific publications for districts. Prepares mailing to districts, including cities of current election information and candidate filing, measure filing and voter pamphlet filing forms. Works with post office with mailing deadlines for ballots and voter pamphlets. Coordinates setup and administration of county drop sites, including the drive-thru(s) downtown. This includes working with different jurisdictions and providing security for each site. Manages the delivery of equipment and the pick-up of ballots.
- Assignments and supervision of temporary employees.
- Assist with reports - Analyze and coordinates report needs for elections office and customers. Coordinate orders with deadlines, other vendors, other campaigns, etc. Knowledgeable in assisting disabled voters by providing Alternative Format Ballots and the use of the Accessible Computer Station voting equipment. (Federally mandated program). Assist in production of large print and visually impaired ballots.
- Other Job Functions - Miscellaneous tasks including but not limited to, payroll for both regular employees and election board workers, scheduling of meetings, maintaining files, routine correspondence, preparation of election supplies, election coding, ballot counting, and interacting with other county departments on behalf of department.

Requirements for the Position

EXPERIENCE AND TRAINING

- Graduation from high school, preferably supplemented with course work in computer systems, office management, and/or office procedures; AND
- Four (4) years of progressively responsible office experience, (Preferably in a lead role.) which includes two (2) years of experience with data processing equipment and systems and three (3) years of elections experience; OR
- A Bachelor's Degree from an accredited university in computer systems, business management, public administration, science, (Or a related field may substitute for two (2) years of office and lead work experience, and one (1) year of elections work experience.); OR
- Any satisfactory equivalent combination of experience, education and/or training relevant to the position.

KNOWLEDGE, SKILLS AND ABILITY

Considerable knowledge of: Oregon election laws; election procedures; data processing and computer systems including the Oregon Centralized Voter Registration System, including proprietary software applications, relational data bases and spreadsheets, statutes regarding deadlines and contents of filings; modern office equipment, computer systems, and software application, practices, procedures, and techniques; record keeping and reporting systems; typesetting, proofing and printing processes; vote tally systems; English composition, spelling, and grammar; effective written and verbal communication skills; and training standards for signature verification.

Skill to: Program and operate optical character recognition (OCR) ballot sorting equipment; consult with data processing professionals and department management to ensure data base coordination between voter registration system (OCVR) and ballot sorter's integrated software; review and evaluate logical and physical system design and operation to ensure maximum level of functionality, accuracy and efficiency; create test and production sorting schemes; generate and maintain audit reports; provide lead direction to temporary employees; organize and conduct trainings and give work assignments; operate office equipment including multi-line telephones, multi-functional copiers, printers, and scanners; provide customer service in a courteous, professional manner; and perform all Election Clerk duties. Participate in staff meetings to effectively and creatively provide innovative ideas and solutions to problems.

Ability to: Plan, organize, and direct the work of temporary employees and vendors; manage multiple tasks simultaneously; work within a team environment; scrutinize details with efficiency; anticipate and be prepared for unplanned occurrences; operate under stress and transparency; develop positive and professional working relationships with managers, co-workers, other county employees, agencies, vendors, and the public; organize large amounts of detailed information accurately within a rigid time frame; work overtime hours during an election; accept division parameters for vacation times; share personal workspace with public observers; and work with a diverse customer base.

PHYSICAL REQUIREMENTS:

Drives a motor vehicle in the performance of duties; uses depth perception; speaks with a clear and audible voice; hears a normal speech level; sits; stands; bends forward; moves about the work area; uses hands and fingers to reach, grasp and manipulate objects; operates a computer; bends; lifts and carries up to 15 lbs.; climbs a four step safety ladder;