



ELECTIONS TECHNICAL SPECIALIST

Clerk/Auditor/Recorder

HIRING WAGE: \$15.38 - \$22.12/hr DOE

STATUS: Part time with benefits

CLOSING DATE: January 1, 2018

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

The Election Technical Specialist will help ensure accuracy of the voter registration database through the maintenance of the street file within the registration system, create maps and other data, and assist with other election duties as they arise. Ensuring that voters are in the right voting districts based on their residence is an integral part of the election database, and must be constantly maintained.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this position may be required to exercise supervisory responsibilities over temporary employees during major elections. This employee could also assist in absentee voting, early voting and voter registration for Ada County following local, state and federal law. This work is performed under the supervision of the Office Administrator and Elections Director and is evaluated through conferences, reports, observation and periodic review of work plans.

ESSENTIAL FUNCTIONS

- Build and maintain a complete and accurate record of all street addresses within Ada County so that voters are allocated to the correct voting precinct;
- Verify new streets and residences from various sources and assign to the appropriate combination of precincts and districts;
- Assist with creation of precincts;
- Maintain districts and voter addresses on maps;
- Research residential land parcels;
- Utilize mapping and geographic systems, along with other county departments (e.g., Information Technology) to manage inaccuracies within the voter registration database;
- Work with other county departments to produce maps and other data reports for internal and external use;
- Process new and existing voter registrations;
- Process absentee ballot requests;
- Assist in the recruitment, organization and training of election workers;
- Assist with the technological needs of polling place administration.

ADDITIONAL FUNCTIONS

- Performs related functions as required.

JOB REQUIREMENTS

- Bachelor's degree in public administration, database management, geography, government, political science, geographic information science, accounting, or related field preferred or an equivalent combination of education and experience;
- Previous work in an elections office or other public service agency preferred;

- Experience with GIS and mapping software such as ArcGIS or voter registration databases preferred;
- A GIS background or strong experience with voter registration and geocode databases preferred;
- Knowledge of Ada County geography preferred;
- Familiarity with elections, precincts, polling places, and redistricting issues preferred;
- Ability to exercise tact and courtesy;
- Ability to work under pressure and adapt to rapidly changing circumstances;
- Ability to learn specialized elections computer systems;
- Ability to establish and maintain effective working relationships with internal and external stakeholders;
- Ability to learn local, state and federal laws, rules, regulations and guidelines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Requires ability to lift 20lbs;
- Requires sufficient personal mobility and physical reflexes to permit the employee to function in a general office environment and accomplish tasks;
- The incumbent is required to work long hours leading up to and on Election Day, sometimes all day and all night.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

adacounty.id.gov