



King County

Invites Applications for the Position of:

Administrative Specialist III (Ballot Collection Lead)

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 12/14/18 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 12/28/18 11:59 PM (GMT -8:00)

SALARY: \$23.19 - \$30.43 Hourly

LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906

JOB TYPE: Career Service, Full Time, 35 hrs/week

DIVISION: Department of Elections

JOB NUMBER: 2018RL09094

SUMMARY:

This is an amazing opportunity to be engaged in the election process!

The Department of Elections is recruiting a Ballot Collection Lead for the Elections Services Division. Under the direction of the Ballot Collection & Logistics Supervisor, this position will provide logistical support for ballot collection, fleet, and warehouse tasks and lead processes, projects and temporary staff. With over 60 ballot drop box locations throughout King County, this is a work group that continues to grow and evolve. This is a great opportunity for a detail oriented person with warehouse/receiving, data entry and strong interpersonal skills.

WHO WE ARE: Our mission is to conduct fair, open and accurate elections. We manage voter registrations and elections for more than 1.3 million voters in King County, the largest vote-by-mail county in the United States and our vision is to be the leader in providing inclusive elections. King County Elections is focused on three key priorities – (1) actively identifying and working to remove barriers to voting at both the individual and community level, (2) strengthening relationships with community and governmental partners, and (3) creating a culture of professional growth and development, openness and inclusion. Learn more at www.kingcounty.gov/elections.aspx. You can also find us on [Twitter](#), [Facebook](#), [Instagram](#) and you can learn about current events on our [blog](#).

The Department of Elections is searching for an energetic and resourceful professional who likes to "**get stuff done**". The Ballot Collection & Logistic Lead position in the Elections Department combines an exciting, fast-paced environment with the opportunity to **cultivate** talents and **apply** a variety of skills. The ideal candidate will thrive in an **innovative, fast-paced** environment and will not hesitate to roll up both sleeves, **work hard**, have **fun**, and get the job done.

WHO MAY APPLY: This position is open to the general public and all King County employees. The most competitive applicants will be contacted for further steps in the selection process.

WORK SCHEDULE: This position is subject to the provisions of the Fair Labor Standards Act and is overtime eligible. The workweek is typically 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday through Friday. Position is expected to be able to work during sudden changes to schedule that may include early mornings, late nights, weekends, and holidays during designated election times. Mandatory overtime (including weekends or evenings) will be required during elections and other peak work periods.

REQUIRED MATERIALS: A **resume** and **cover letter** are required and should be attached before submitting your application. The cover letter should describe how your skills and experience meet or exceed the requirements of the job.

JOB DUTIES:

- Using established expectations and measurement guidelines, **assist in developing the expected returns forecast** and propose staffing and ballot collection methods for each election.
- **Distribute work load** among short term temporary employees, provide direction and training and monitor the quality and completion of work.
- **Assist in establishing work methods** and recommending changes in work load and procedures to improve work processes.
- **Organize and coordinate work activities**, assist in employee selection, and provide input on the performance of staff.
- **Provide direction** to driving teams and drop box closers, including assigning teams, training and dispatching workgroups, ballot security during transit, and troubleshooting emergent issues.
- **Assist with drop box collection and closing** needs including box integrity and maintenance, election night security and supplies.
- **Interpret established policies**, procedures, and regulations to employees and customers.
- **Research and resolve questions**, problems, or inquiries from staff, citizens, and stakeholders.
- May also provide assistance with ballot delivery, proofing the Voter's pamphlet, performing data entry, retrieving and editing records, and providing excellent customer service.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

WE ARE LOOKING FOR CANDIDATES WHO HAVE:

- **Experience providing oversight** to a diverse group of workers in a team focused environment.
- Demonstrated ability to provide **excellent verbal and written communication** including instruction, training, and feedback.
- Work experience that includes maintaining and **tracking data, data analysis, and designing and maintaining data sources.**
- Experience **presenting information** to large diverse audiences.
- Demonstrated ability maintaining a professional demeanor and providing timely and reliable **customer service** preferably in a public environment.
- Demonstrated skill in **handling stressful situations** effectively while maintaining composure.
- Experience **maintaining confidentiality**, while sharing the right information with the appropriate people.
- Demonstrated ability **managing quickly changing priorities** and quickly changing information.
- Experience in **problem solving, research, analysis** and assessing information requiring initiative and a self-starter.
- Ability to **multi-task** in a busy environment.
- Ability to work cooperatively with a variety of individuals in a team environment.
- Demonstrated comfort with the use of **Microsoft Excel, Microsoft Word, email and electronic record filing systems** to create correspondence and spreadsheets, send and receive information, access and analyze data, and develop reports and outreach materials.
- Ability to assess the need for a change of course and then implement the adjustment clearly and decisively.

DESIRABLE QUALIFICATIONS:

- Knowledge and proficient use of routing or logistical software (Marshall GIS LiGo, ESRI Workforce, etc.).
- Experience with dispatch processes.
- Working knowledge of election operations.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS: The duties in this position are performed in an office setting and may be required to lift at least 20 pounds independently and up to 50 pounds in a team setting.

SUPPLEMENTAL INFORMATION:

Travel to work locations throughout King County with limited or no public transportation services is required. A valid Washington State Driver's License is required to operate King County vehicles. A final offer of employment will be contingent upon the submission of an official Washington State Driving Abstract demonstrating a good driving record and reference check.

UNION: This position is represented by Teamsters, Local 117, Administrative Support union.

King County is proud to be an Equal Employment Opportunity /Affirmative Action employer and we encourage people of color, women, veterans and people with disabilities to apply.

For more information regarding this recruitment, please contact:

Reeshema Lewis
Sr. Human Resources Analyst
Reeshema.Lewis@kingcounty.gov
(206) 263-8413

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Administrative Specialist III (Ballot Collection Lead) Supplemental Questionnaire

- * 1. Please select the areas in which you have working experience (select all that apply).
 - Maintaining and tracking data
 - Data analysis
 - Designing and maintaining data sources
 - Knowledge and proficient use of routing or logistical software
 - Experience with dispatch processes
 - None of the above
- * 2. How many years of experience do you have overseeing a diverse group of workers?
 - Less than one year
 - One to two years
 - Three to four years
 - Five or more years
 - None but willing to learn
- * 3. Do you have experience providing training and presenting information to large groups of people?
 - Yes
 - No
- * 4. If you answered yes to the question above, please describe the types of trainings and presentations that you have provided. If you do not have this experience then type N/A.
- * 5. This position requires a COVER LETTER and RESUME. If you have not yet attached or pasted in your resume and cover letter you may still do it at this point in the application process. Have you included a resume and cover letter with your application?
 - Yes
 - No
- * Required Question