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TITLE

## Election Specialist (Clerk & Recorder)

**DESCRIPTION** The Pitkin County Clerk and Recorder's office seeks a detailed oriented, customer service focused individual to work as an Election Specialist in the Elections Department. This position provides support to the election staff and management while specializing in voter registration, customer service, database management, and issuance, receipt and inventory of mail ballots. It is first point of contact for most customer interactions. The Pitkin County Elections Department administers elections for municipal, special district, county, state and federal races according to federal and state statute, and Pitkin County's Home Rule Charter. We aim to deliver quality service and are committed to the highest standards of accuracy, integrity and transparency.

### CLASS DEFINITION:

Specialist title covers job classes engaged in providing technical support duties for a specialized program; the job requires detailed program knowledge, records management and computer skills, and the ability to understand and apply governing rules and regulations.

### SUMMARY:

Under general supervision, provides support to the election staff and management while specializing in voter registration, customer service, database management, and issuance, receipt and inventory of mail ballots. Is first point of contact for most customer interactions. Duties may vary according to job assignment.

### ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of*

### WE ALSO RECOMMEND

#### OTHER JOBS WITHIN SAME CATEGORY

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*the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

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12/20/2017  
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- Maintain complex voter registration records, incoming requests through multiple systems, and performs record maintenance on a daily, weekly, and monthly basis to ensure accuracy of the voter registration database. Exercise limited discretion around whether voter application is valid while following established procedures and guidelines.
- Use and comply with all local, state, and federal statutes, laws, and regulations governing voter registration, public information requests, mail ballot processes, and election procedures.
- Analyze voter rolls and election data to identify procedural, educational, and regulatory improvements such as the deployment of new technological solutions; makes recommendations on process improvements for management's decision.
- Conduct records management in accordance with various statutes while interfacing with multiple external agencies including, Corrections, Public Health, USPS, and the Electronic Registration Information Center.
- Draft policy[A1] [A2] and procedure documents including training guides, logs, and flowcharts.
- Distribute ballots to military and overseas voters and new registrants; assist voters with obtaining replacement ballots; manage office ballot inventory.
- Receive voted mail ballots and record in statewide database; process receipt of military and overseas ballots; maintain high level of security with all ballots.
- Assist with recruitment, scheduling, and training of election judges; collect and process paperwork for onboarding and payroll of election judges.
- Utilize complex software and databases in order to administer and support the following: election judge scheduling; improve inbound and outbound communications; address library in voter registration database; develop and maintain website.
- Provide limited supervision to temporary staff including coordinating assignments,

training, quality control and guidance during busy election season as it relates to voter registration and issuance, receipt and inventory of mail ballots.

- Assist with logic and accuracy testing, polling place set up and break down; and post-election audit
- Order election-related materials and supplies, and maintain accurate receipts of purchases.
- Maintain filing system.
- Coordinate meetings, travel, and plan special events as requested.
- Work independently and with limited supervision to ensure completion of various tasks.
- Supports the relationship between Pitkin County government and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.
- Maintains regular and reliable attendance.

[A1]

[A2]

## POSITION REQUIREMENTS

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

Bachelor's Degree from an accredited university; AND two years' experience in customer service, records management, project management, or professional trainer OR an equivalent combination of education and experience.

#### Required Licenses or Certifications:

- Must possess a valid Colorado Driver's License and acceptable Motor Vehicle Record.
- Obtain Colorado Election Official Certification within two years of employment
- Colorado Notary (preferred)

### KNOWLEDGE AND SKILLS:

#### Knowledge of:

- Data input, clean-up, and analysis.
- Professional and technical writing methods and practices.
- Local, State, and Federal elections procedures, guidelines, and laws.
- Project Management, digital security, and physical security practices.

- Microsoft office products and google suite
- Special events planning

**Knowledge of (Job Class Standard):**

- County policies and procedures.
- State and Federal laws and regulations governing work performed.
- Record keeping and records management rules and standards.

**Skill in:**

- Diplomacy with the public, temporary election workers, and stakeholders while maintaining a high level of confidentiality and discretion.
- Demonstrating sensitivity to litigious nature of actions.
- Prioritization of workload; handling pressures of elections and deadlines; sensitivity to elevating concerns and ambiguities to appropriate supervisors.
- Writing technical policy and procedure documents for internal use and training materials for temporary workers and election judges

**Skill in (Job Class Standard):**

- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Following and effectively communicating verbal and written instructions.
- Utilizing standard personal computer software programs and specialized state and County software.
- Communicating effectively verbally and in writing.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

- Work is performed in a standard office environment.

**RANGE:**

- \$20.41 - \$23.98

**FULL-TIME/PART-TIME** Full-Time

**POSITION** Election Specialist (Clerk & Recorder updated 01-29-18)

**CLOSE DATE****LOCATION** Clerk & Recorder**ABOUT THE ORGANIZATION** Pitkin County government provides valued and high quality public services supporting the health, safety and well-being of people and the natural environment.To review more about our organization, [Click Here](#)To review more information on our benefits, [Click Here](#)**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**[Apply Now](#)[Click here for technical assistance.](#)