



Department of Administration Human Resources Division



Ada County Job Description

Elections Trainer

FLSA Status: Non-Exempt
EEO Category: F
Reports To: Elections Director and Elections Supervisor

Class Code:
Pay Band: 008 (\$16.00-\$18.00/hour hiring wage)

For more information and to apply, please visit: <http://adacounty.peopleadmin.com/postings/2384>
Accepting applications until 6/25/18.

GENERAL SUMMARY

Performs a wide variety of tasks related to the election process, including answering questions and providing information of a general nature. The incumbent works under general supervision to carry out work assignments in accordance with instructions, policies, procedures, and Idaho Code. This position is located in the Elections Division of the Clerk/Auditor/Recorder's Office.

DISTINGUISHING FEATURES

The Elections Trainer uses initiative and judgment to accomplish tasks. The incumbent receives general assignments to support overall operations, however, due to the specific nature of elections training, they are expected to be flexible, creative and complete most assignments independently. As delivering training for large groups of poll workers as well as organizing their placement throughout the county are key, the position requires a focus on management and a high-level of organizational skills.

ESSENTIAL FUNCTIONS

- Recruit and train poll workers;
- Work closely with universities, non-profit and other organizations to support elections;
- Develop and update Election Day materials;
- Manage the on-line training program;
- Work to ensure voting is accessible and meets ADA requirements;
- Within the management structure support Election Day operations;
- Provides support to Elections staff and voters;
- Interacts with customers at front counter and on phone when required;
- Other election-related tasks as required.

ADDITIONAL FUNCTIONS

- Performs related functions as required.

JOB REQUIREMENTS

- Bachelors' Degree in related field, or an equivalent combination of education or experience required;
- Minimum of two (2) years related experience;
- Knowledge of office routines and procedures;
- Knowledge of Microsoft Word, Excel, and Outlook;
- Knowledge of modern databases with a focus on data entry

- Ability to understand and follow written and verbal directions;
- Ability to communicate effectively verbally and in writing;
- Ability to deal with the public in a tactful and courteous manner;
- Ability to maintain effective working relationships and to collaborate on team projects;

OTHER REQUIREMENTS

- Must possess and maintain a valid driver's license;
- Must be able to successfully pass a criminal background investigation;
- Incumbents may be required to provide their own transportation for travel between various county offices and departments;
- Working hours are generally from 8:00 a.m. to 5:00 p.m., Monday through Friday, but may vary with the needs of the County. During elections time (up to four times a year) will include some evening and/or weekend work. In the event of serious systems problems, additional hours may be required.

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;
- Local travel between various county offices, meetings, and county voting sites;
- The incumbent will be required to move computer equipment from one location to another and may be required to lift up to 40 lbs.;
- Occasionally requires working in confined spaces and hard to reach areas.

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.

Adopted: 9/16 M.Gelardo