



## King County

Invites Applications for the Position of:

### **Administrative Specialist II (Elections Specialist)**

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:** 11/01/19 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 11/15/19 11:59 PM (GMT -8:00)

**SALARY:** \$21.91 - \$27.90 Hourly

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

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

**DEPARTMENT:** KCE - King County Elections

**JOB NUMBER:** 2019RL10834

**SUMMARY:**

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

This recruitment will be used to fill one career service Administrative Specialist II position. This recruitment may also be used to create a list of candidates to fill current and future career service positions over the next 6 months.

**The Department of Elections** - is searching for energetic and resourceful professionals who like to "**get stuff done**". The Administrative Specialist II positions in the Voter Services Department combines an exciting, fast-paced environment with the opportunity to **cultivate** talents and **apply** a variety of skills. The ideal candidate will have a desire to help ensure the democratic process through public service. They will thrive in **an innovative** environment and will not hesitate to roll up both sleeves, **work hard**, have **fun**, and get the job done.

King County Elections (KCE) manages voter registrations and elections for more than 1.3 million voters in King County, the largest vote-by-mail county in the United States. KCE's mission is to conduct fair, open and accurate elections. As a leader in providing inclusive elections, KCE 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](http://www.kingcounty.gov/elections.aspx) .

**Who May Apply:** This position is open to the general public and all King County employees.

**Work Location(s):** This position will work at Renton Elections Building located at 919 SW Grady Way, Renton, WA 98057. The position will also be frequently requested to work at the King County Administration Building located at 500 4th Ave in Seattle and may be requested to work at additional off site voting and registration centers throughout the county.

**Work Schedule:** This position is subject to the provisions of the Fair Labor Standards Act (FLSA) and is overtime eligible. The workweek is typically 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday through Friday. We require the flexibility to work additional hours during peak periods of the Election cycle that may occur outside of typical business hours.

**Materials Required to Apply:** A completed online King County employment application at [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) and a **Resume** is required with your submission.

#### **JOB DUTIES:**

- **Provide excellent customer service** to internal and external customers in person, via telephone, and via e-mail by processing voter registrations, communicating election program information and explaining election procedures, guidelines and regulations.
- **Perform production-level computer work** which includes accurate data entry, retrieving and editing records.
- **Organize and coordinate work activities** and assist with providing training and one-on-one instruction to diverse staff.
- **Set up records and file documents** in both electronic and paper formats.
- **Review documents** for proper format, accuracy, completion, eligibility, and other legal guidelines.
- **Audit work group data entry** activities to ensure performance quality and efficiency of work.
- **Utilize spreadsheets, word documents and reports** to track and document performance data.
- **Research and resolve questions** from staff, citizens and stakeholders.
- **Document and improve work processes**, procedures and instructions.

#### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

- Ability to enter a high a volume of data into a production application with speed and accuracy. Strong attention to detail with the ability to perform the repetitive tasks required for data entry.
- Ability to maintain the integrity and confidentiality of the position.
- Commitment to providing excellent verbal and written customer service to everyone. This can be demonstrated through establishing and maintaining effective relationships, and building rapport with a variety of people through active, attentive listening, and respect for differing backgrounds and points of view.

- Demonstrated comfort with the use of personal computers, 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.

**Desired Qualifications:**

- Experience with Microsoft Office Suite – specifically Word and Excel.
- Initiative in taking on new tasks and projects.
- Familiarity with diverse communities and direct community based or customer service based experience is preferred.

**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.

**PHYSICAL REQUIREMENTS:** The duties in this position are performed in an office setting and may be required to lift at least 20 lbs.

**UNION:** This position is represented by Teamsters Local 117, Professional & Technical and Administrative Employees.

**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. HR Business Partner

Email: [Reeshema.Lewis@kingcounty.gov](mailto:Reeshema.Lewis@kingcounty.gov)

Phone: 206-263-8413

**Note: Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://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 II Supplemental Questionnaire

\* 1. Please rate your experience using Microsoft Office Suite - specifically Excel, Word and Outlook.

- No experience
- Beginner, some use
- Intermediate, frequent use and average skill
- Advanced, extensive use and excellent skill

\* 2. Please indicate below which of the following areas you have working experience in (select all that apply).

- Entering a high volume of data
- Performing repetitive tasks that required high attention to detail
- Providing customer service to internal and external customers (general public)
- Providing customer service to people of differing backgrounds and points of view
- Interact with customers in person, over the phone, and through e-mail
- Create or maintain spreadsheets
- None of the above

\* 3. Please check one of the following that "best" describes your keyboarding skills.

- I can type 60 words per minute or more
- I can type between 35 to 59 words per minute
- I can type between 10 to 34 words per minute
- I know the keyboard, less than 10 words per minute
- None of the above

\* 4. This application requires the attachment of a resume. If you have not provided it yet, you may still do so before final submission of the application. Did you submit a resume for this job application?

- Yes
- No

\* Required Question