



King County

Invites Applications for the Position of:

Administrative Specialist III (Elections Specialist 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: 09/24/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 10/08/19 11:59 PM (GMT -8:00)

SALARY: \$24.14 - \$30.73 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: 2019RL10632

SUMMARY:

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

The Department of Elections is recruiting for a Ballot Processing Lead. This position will lead processes, projects, and people which will include leading, coaching, mentoring, and training temporary and regular staff. Leads may also provide assistance and/or participate in long-term cross-training in multiple work areas to meet organizational agile efforts. This is a great opportunity for a customer service oriented person with strong communication and interpersonal skills.

The Department of Elections is searching for an energetic and resourceful professional who likes to "**get stuff done**". The Administrative Specialist III position in the Elections Department combines an exciting, fast-paced environment with the opportunity to **cultivate** talent 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 WE ARE: 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 .

WHO MAY APPLY: This career service position is open to the general public and all King County employees.

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. This 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:

- Organize and coordinate work activities; provide training and direction to diverse work groups.
- Improve work processes, address quality control issues, and document procedures and work instructions.
- Develop spreadsheets, word documents, and reports; review documents for proper formatting and accuracy.
- Research and resolve questions, problems, or inquiries from staff, citizens and/or stakeholders.
- Distribute workload to multiple workgroups, provide direction and monitor the quality and completion of work in the sort room.
- Complete daily reconciliation of ballots received, scanned and processed. Select, research and report specialized or technical information from varied system or process sources, i.e. spreadsheets and customized database applications.
- Coordinate and oversee the operations of mail sorting equipment to ensure optimum performance during elections.
- Coordinate data collection for retention from multiple databases.
- Provide clear communication to election observers and other stakeholders regarding process and status updates.

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 and data analysis.**

- Experience **presenting information** to large diverse audiences.
- Demonstrated ability maintaining a professional demeanor and providing timely and reliable **customer service**.
- 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. 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.

DESIREABLE QUALIFICATION:

- 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.

UNION: This position is represented by Teamsters, Local 117, Professional & Technical and Administrative Employees 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. HR Business Partner
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 (Elections Specialist Lead) Supplemental Questionnaire

- * 1. Please select the areas in which you have working experience (select all that apply):
 - Maintaining and tracking data
 - Data analysis
 - Customer service
 - None of the above
- * 2. How many years of experience do you have providing oversight to 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