



**MARICOPA COUNTY**  
invites applications for the position of:  
**Assistant Director for  
Early Voting**

An Equal Opportunity Employer

**OPENING DATE:** 09/30/19

**CLOSING DATE:** 10/15/19 11:59 PM

**DEPARTMENT:** Elections

**JOB TYPE:** Unclassified/Full-Time

**LOCATION:** Phoenix, Arizona

**SALARY:** \$72,092.80 - \$111,425.60 Annually

**POSITION OVERVIEW:**

**ABOUT THE MARICOPA COUNTY ELECTIONS DEPARTMENT:**

The Maricopa County Elections Department serves over 2.2 million registered voters as they exercise their right to make informed decisions regarding the selection of local and national leaders as well as ballot measures. We believe in teamwork, creating a vibrant exciting work environment, and pursuing opportunities to make a positive impact in the communities that make up the 4th largest and fastest growing County in the United States! Our work supports elections in cities, towns, school districts and special districts, and we look forward to welcoming you to our team!

**ABOUT THE POSITION:**

The Assistant Director for Early Voting provides administrative oversight and management to the early voting division including ballot by mail requests, signature verification, ballot processing, UOCAVA and special election boards.

**POSITION QUALIFICATIONS:**

**We recognize your time is valuable, so please apply if you meet the following required qualifications:**

***Education:***

- Bachelor's Degree in Business or Public Administration or a closely related field.

***Experience:***

- Five (5) years of supervisory and/or management experience
- Experience in Election-related procedures, business practices and processes, and federal and state laws

OR

**Combined education and experience qualifications:**

- An equivalent combination of post-secondary education and/or experience may substitute for the minimum qualifications on a year per year basis.

**Other Requirements:**

- Certified Election Officer for Arizona. If not already certified, must successfully complete the next scheduled Secretary of State Election Officer Certification.
- Must be eligible to vote in Arizona.
- Must complete a thorough background screening.

**Our Preferred Candidate has:**

- Four (4) years of progressively responsible experience in early voting or ballot by mail elections.
- An Elections Administration Certificate (such as CERA certification) from the Elections Center/Auburn University or another accredited university or an organization affiliated with an accredited university OR have completed at least half of the course curriculum toward such a certification with the commitment to complete the certification within the next two (2) years.
- Business process improvement and/or project management training/certification (e.g. Lean Six Sigma).

**ESSENTIAL JOB TASKS:**

- Manages the administrative operations for Early Voting in accordance with federal and state law (Arizona Revised Statutes and the Arizona Secretary of State Procedures Manual).
- Oversees signature verification for all ballot by mail affidavits during an election cycle for upwards of 2.5 million ballot by mail returns.
- Oversees flagging of ballot requests and processing of all ballots received by mail and any other function related to providing a ballot by mail to a voter.
- Oversees Special Election Board processes, UOCAVA processes and any other function related to the conduct of Early Voting or Ballot by Mail elections.
- Monitors workflow and productivity for direct reports, provides training and guidance to supervisors, leads and temporary staff on statutory requirements (Federal & State) as it relates to administering Early Voting.
- Evaluates, develops and implements operating procedures, policies, and work processes for the Early Voting Division in concert with direct reports.
- Researches current work processes within the Early Voting division by evaluating workflow, interviewing personnel and investigating processing practices and developing alternative solutions for improvement.
- Oversee coordination with the Tabulation Center to ensure timely counting of ballots and auditing.
- Manage and prepare division's budget.

**Working conditions:**

- Extensive mandatory overtime during the election cycle. Must be able to lift 35 lbs.

**Maricopa County is an EEO/ADA Reasonable Accommodation Employer.****SELECTION PROCEDURE:**

The hiring authority will select the successful candidate based on departmental needs.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their

respective offices.

Typically successful candidates are hired at a salary rate, up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.

APPLICATIONS MAY ONLY BE FILED ONLINE AT:  
<https://jobs.maricopa.gov>

Job #210ASTDIREVTNG093019  
 ASSISTANT DIRECTOR FOR EARLY  
 VOTING  
 LP

OUR OFFICE IS LOCATED AT:  
 301 W Jefferson  
 Suite 200  
 Phoenix, AZ 85003  
 602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)  
[hrfeedback@mail.maricopa.gov](mailto:hrfeedback@mail.maricopa.gov)

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

### Assistant Director for Early Voting Supplemental Questionnaire

- \* 1. Prior to hire, background investigations are conducted on candidates for positions. All information contained in your online application must be accurate, including but not limited to criminal history, education details, and employment details. Incomplete or inaccurate information contained in your online application may delay the background investigation process, or result in your removal from employment consideration. NOTE: Your resume is NOT a substitute for the information requested in the online application.
  - By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.
- \* 2. Please identify your highest level of education COMPLETED. IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION. Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.
  - Doctorate
  - Master's degree
  - Bachelor's degree
  - Associate's degree
  - Technical school (non-Associate's degree)
  - High School diploma or GED
  - Less than a High School diploma or GED certificate
- \* 3. Please identify your years of supervisory and/or management experience.
  - 9 or more years
  - 8 or more years but less than 9 years
  - 7 years or more but less than 8 years
  - 6 or more years but less than 7 years
  - 5 or more years but less than 6 years
  - 4 or more years but less than 5 years
  - 3 or more years but less than 4 years
  - 2 or more years but less than 3 years
  - 1 or more years but less than 2 years
  - Less than 1 year
  - No experience
- \* 4. Do you have experience working in the Elections field?

Yes No

- \* 5. If you indicated in the previous question that you have experience, please describe that experience and include your title, name of agency you worked for and your main responsibilities. Indicate "N/A" if you do not have experience.
  
- \* 6. This position requires a candidate to successfully complete the next Secretary of State Election Officer Certification.
  - I have read and acknowledged this statement.
- \* 7. This position requires candidates to be registered or eligible to register to vote in Arizona.
  - I have read and acknowledged this statement.
- \* Required Question