



COUNTY OF CONTRA COSTA
 Department of Human Resources
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<http://agency.governmentjobs.com/contracosta/default.cfm>

INVITES APPLICATIONS FOR THE POSITION OF:

Election Services Technician
An Equal Opportunity Employer

SALARY

\$21.80 - \$26.50 Hourly
 \$1,743.82 - \$2,119.62 Biweekly
 \$3,778.27 - \$4,592.52 Monthly
 \$45,339.24 - \$55,110.24 Annually

ISSUE DATE: 05/23/19

FINAL FILING DATE: 06/04/19

THE POSITION

Bargaining Unit: Local 2700 - General Clerical Unit

The Contra Costa County Clerk-Recorder's Elections Department is recruiting two qualified individuals for the position of Elections Services Technician. Current vacant positions will be assigned to one of the specialized units of the Elections Department: Candidate and Voter Services, Voter Registration Services and File Maintenance, Absentee Services/Training and Procedures, Polling Place/Poll Worker Recruitment/Precinct Services, G.I.S. and Mapping Services, and Warehouse and Equipment Services. This classification is responsible for performing complex and technical support activities associated with the preparation for and the conducting of elections, database management, and related work as required. Elections Services Technicians have responsibility for the unit's day-to-day activities and are responsible to insure that proper procedures are followed during the preparation and conducting of each election.

The ideal candidate shall possess strong technical and administrative skills, knowledge and understanding of the entire election process cycle, and the interrelationship within the Elections Department's units. Candidates must have the ability to operate personal computers and peripheral equipment including knowledge of spreadsheet, word processing, and database management programs. Also having the knowledge of the Elections Code and laws relating to the conduct of elections including registration of voters, voting procedures, district boundaries and proper retention, disposition and disposal of voting materials and records and the ability to independently apply them, is preferred. Excellent interpersonal skills are required, as incumbents will interface with staff at all levels, county officials, and the general public.

The employment list established as a result of this examination may remain in effect for six (6) months.

Knowledge and Abilities

Knowledge of:

- Spreadsheet, word processing and database management programs
- The California Elections Code and laws relating to the conduct of elections
- Principles and practices of work organization and supervision combined with the ability to apply them
- Terminology and practices used in election processing and specific to each functional elections unit

Ability to:

- Independently interpret and apply the complex elements of California Elections Code, State regulations, Federal and State Law, and County Ordinances regarding the conduct of elections
- Gather data and prepare concise, professional reports concerning Election matters
- Perform essential duties and physical functions for a substantial amount of mandatory overtime during peak election periods
- Provide lead direction to subordinate temporary staff
- Make presentations to large public groups
- Follow oral and written directions
- Work independently and as part of a team
- Perform complex computer-based graphical design work
- Proof read documents, including maps, to ensure accuracy and compliance with Elections Code
- Deal effectively with the public, other agencies and organizations
- Work extended hours, including evenings, weekends and holidays during peak election time (four weeks before each major election and up to four weeks after)
- Perform essential election functions for up to 20 hours or more on Election Day
- Be trained and certified to operate a fork lift, if necessary

TYPICAL TASKS

- Assists with design and presentation of training programs to elections division employees, volunteer workers, and members of the public
- Uses computer-based programs to perform a variety of functions, including designing (but not limited to) reports, forms, envelops, instruction sheets and ballot layouts
- Answers questions from the public regarding complex election issues, including election laws and regulations governing the conduct of elections
- Assists with studies on election matters and prepares professional reports
- Performs the complex and technical functions of the unit
- Identifies requirements and schedules adequate time to prepare necessary documents and supplies and meet deadlines according to election codes and the department election calendar
- Implements and follows procedures to increase efficiency and accuracy of election processes
- Attend meetings and/or seminars related to functional unit
- Assures election procedures are strictly followed and facility/ballot security is maintained at all times
- As needed, assist other functional units in election processing duties

Tasks Specific to Candidate and Voter Services

- Assists with the preparation and submission of legal documents to submit measures and argument filings, preparation of voter pamphlet information for measures and candidate statements
- Prepares candidate guides with updated detailed information for each specific election
- Checks computations for estimated candidate statement and signatures in lieu of filing fee costs
- Reviews complex candidate data for accuracy, completeness and proper execution
- Enters data in database system
- Assists with the proper assembly of nomination/election materials and packages for distribution to the cities, school and special districts
- Assists with the orderly processing of the signature in lieu and nomination's signature checking and submission, when applicable, to the Secretary of State's Office
- Follows procedures to determine legal and acceptable election ballot designations for candidates
- Assists and answers questions from the public regarding offices currently up for election, past elections, nomination procedures/filings/ FPPC filings, election dates/deadlines, registration and election laws
- Assists with voter pamphlet production for measures and candidate statements

Tasks Specific to G.I.S. and Mapping Services

- Prepares maps and detailed drawings from notes, sketches or descriptions
- Checks computations and dimensions of parcel and precinct parts
- Reviews complex descriptions and determines proper delineation
- Determines appropriate election/voter precincts, considering city and district boundaries, consolidates such precincts as is legal and practicable
- Assists with precinct consolidation and mapping activities with the affected city/district officials
- Assists with the maintenance of the Elections Division street guide

Tasks Specific to Polling Place and Poll Worker Recruitment, Precinct Services

- Identifies and secures adequate polling place/precinct facilities
- Recruits and trains sufficient poll workers for the conduct of each election
- Evaluate poll workers and facilities, recommend improvements and oversee if directed
- Uses computer-based graphic design programs to design forms, envelopes and instruction sheets for use at the polls and in various elections related activities
- Uses proprietary Elections Database software to develop ballot layouts and coordinates ballot production
- Assists Elections Outreach Coordinator to identify, recruit, train and evaluate bilingual poll workers
- Assists Elections Outreach Coordinator to assure ADA compliance in all polling places

Tasks Specific to Warehouse and Equipment Services

- Assists with the maintenance of election equipment inventory
- Follows maintenance schedule and assures timely and proper maintenance of all office and election equipment
- Assists with the maintenance of election forms and materials inventory
- Assures sufficient inventory is available for conduct of elections
- Assists with the proper assembly of precinct supplies and ballot packages for distribution to the election boards
- Assists with the orderly return and organization of materials to be used in the official canvass
- Follows destruction schedule and assures timely destruction according to schedule
- Assists with operation of absentee and other equipment
- Performs routine maintenance and coordinates calls for service and/or repairs

Tasks Specific to Absentee Services/Training and Procedures

- Maintains files, materials and records related to absentee process
- Monitors and strictly controls voter secrecy and access to ballots
- Assures correct ballots are mailed to absentee voters in a timely manner
- Assists with Military/Overseas Absentee Voter Program
- Assists with printing and inventory control of Ballot on Demand process
- Follows procedures for various election processes
- Assists with the review of procedure to assure completeness and correctness
- Assists with training programs for various election processes
- Works with unit supervisors to complete training of all permanent and temporary staff

Tasks Specific to Voter Registration Services and File Maintenance

- Maintains complete and accurate voter registration database
- Provides regular file updates to Secretary of State as required
- Assists with the data entry of voter registration information
- Assists with signature verification procedure

- Assists with state and local petition filing and reporting requirements
- Trains and monitors staff involved in voter file maintenance
- Trains and monitors staff processing provisional ballots for each election
- Assures free access reports are posted in a timely manner
- Assists with the processing of possible duplicates generated by both election management software and state databases
- Prints special forms (such as VNC and 8D2 cards), checks data accuracy and quantities and coordinates mailings

MINIMUM QUALIFICATIONS

License Required: Candidates must possess a valid California Motor Vehicle Operator's License. Out of State Valid Motor Vehicle Operator's License will be accepted during the application process.

Education: Possession of a high school diploma, G.E.D. equivalency or high school proficiency certificate.

Experience: Two (2) years of full-time or its equivalent clerical or technical experience using spreadsheet, word processing, and database management programs, or in a customer service position which must have included responsibility for interpretation and application of rules and policies.

SELECTION PROCESS

1. **Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/hr by the final filing date listed above.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (weighted 100%)

Tentative Exam Scheduled for June 19, 2019

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Election Services Technician Supplemental Questionnaire

- * 1. Select all areas in which you have prior experience related to preparation for and conducting of State and local elections:
- Elections Candidate and Voter Services
 - Elections GIS and Mapping Services
 - Polling Place and Poll Worker Recruitment, Precinct Services
 - Warehouse and Elections Equipment Services
 - Absentee Services, Training and Procedures
 - Voter Registration Services and File Maintenance
 - I do not have prior experience related to preparation for and conducting of State and local elections
- * 2. Describe your experience in a public elections office in areas indicated in the previous question (1.). Your response must include the following information: •Employer's Name, Official Work Title •Employment dates and number of hours worked •Details of your of responsibilities •If you do not have any applicable experience, please indicate "N/A"
- * 3. Do you have two (2) years of full-time (or its equivalent) clerical or technical experience using spreadsheet, word processing, and database management programs?
- Yes No
- * 4. Do you have two (2) years of full-time (or its equivalent) in a customer service position which included interpretation and application of rules and policies.
- Yes No
- * 5. Describe your experience with spreadsheets, word processing and database management programs used in preparation or conduct of state and local elections. Your response must include the following information: •Employer's Name, Official Work Title, •Employment dates and number of hours worked •Details of your of responsibilities •If you do not have any applicable experience, please indicate "N/A"
- * 6. I certify that I meet the announced requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application is true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.
- Yes No
- * Required Question