



PIERCE COUNTY
invites applications for the position of:

Elections Specialist

SALARY: \$30.25 - \$38.26 Hourly

OPENING DATE: 12/06/19

CLOSING DATE: 12/22/19 11:59 PM

DESCRIPTION:



About the Division

The Pierce County Auditor's Office is responsible for elections, licensing, and recording.

The Auditor's Elections Division maintains voter registration rolls, conducts federal, state and local elections, verifies petition signatures, publishes a local Voters' Pamphlet, and maintains precinct lines after redistricting. Pierce County has over 520,000 registered voters and conducts four elections each year. The Elections Division serves 114 jurisdictions (boundary lines, voter assignment, elections) and files candidates for over 500 elected offices.

The work of Pierce County Elections is consistently 24/7 - action-packed and exciting. Whether it is Election Day or another day of the year, effort is being made to continuously improve the voter experience and the technology of elections. We're a workplace family that cares more than just about the daily grind. We are proud of the work we do; it's award-winning and well-respected throughout Washington State.

Why It's a Great Opportunity: This individual will play an integral part in carrying out and conducting elections in Pierce County and play an integral part of the day to day operations and elections systems. This position supports the foundational aspect of our democratic process while providing services to our customers.

Why It's a Great Division: The Auditor's Office has an excellent reputation for being a supportive employer with open communication, collaboration, and the potential for promotional opportunities. We offer a competitive salary and benefits plan as well as the opportunity to be a part of a collaborative team.



How to be Successful in the Role: You will work alongside the Elections Supervisor and receive direct feedback. Time management, multi-tasking, and knowledge of current elections systems will be crucial.

Your Future in this Role: This position is a perfect foundation for future leadership positions within the Auditor's Office and Pierce County.

POSITION SUMMARY:

- Coordinates and participates in the activities of a specialty in the Elections Division; determines work schedules and methods to expediting work-flow; issues instructions; and monitors work for accuracy and compliance to procedures and policies in specialty area assigned.

- Coordinates, organizes, and documents all legal aspects of an assigned specialty required to hold elections.
- Oversees all aspects of voter registration. Assists customers and candidates in all election activities.
- Prepares for an election following all federal laws and the Revised Codes of Washington (RCW's) and Washington Administrative Codes (WAC's), and County Code addressing election activities.

This announcement is not intended to reflect all duties to be performed by our next team member, but presents a descriptive list of the range of duties that may be performed. To view the complete classification, click [here](#).

QUALIFICATIONS:

Four years of general clerical experience required. Two years Elections related experience preferred. Experience working in a lead or supervisory role and Certification as an Elections Administrator under (WAC) and (RCW) regulations are preferred. Additional education or related experience may be substituted equally for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

- A valid Washington State driver's license may be required when travel is required of the position.
- Ability to successfully complete Pierce County background investigation is required.

Special Note:

Employees in this class may be limited as to vacation during the primary and general election season and will be required to work extended hours, on-call, or alternate hours during an election cycle.

SUPPLEMENTAL INFORMATION:

To be considered for this opportunity please:

- Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.piercecountywa.org/jobs>

Position #19-00462
 ELECTIONS SPECIALIST
 MF

Pierce County Human Resources
 4301 S Pine St, Suite 200
 Tacoma, WA 98409
 (253) 798-7480
 For Sheriff's Department positions: 253-798-6250

pchumanresources@co.pierce.wa.us

Elections Specialist Supplemental Questionnaire

* 1. How many years of general office/clerical experience do you have?

- None
- Some to less than 1 year
- 1 year to less than 3 years

- 3 years to less than 6 years
- 6 years to less than 10 years
- More than 10 years

* 2. Please your highest level of completed education.

- Less than a High School Diploma
- High School Diploma or GED
- Some College, but no degree
- Associates Degree
- Bachelor's Degree
- Master's Degree

* 3. How many years of experience do you have working in an Elections?

- None
- Less than 2 years
- 2 years to less than 5 years
- 5 years to 10 years
- More than 10 years

* 4. Detail your Elections experience, specifically involving ballot processing. Provide name of jurisdiction, number of registered voters, tasks performed and areas of responsibility. If none, type "N/A".

* 5. Are you certified as a Washington State Elections Administrator?

- Yes
- No

* 6. Select all election-related software programs/applications in which you have experience and are proficient in.

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Access
- Voter Registration Software (DIMS, DFM, VOTEC, WEI, other)
- Voter Tabulation Software (Clear Ballot, ES&S, Dominion, HART, other)
- GIS Software (ESRI, ARCGIS, GE Smallworld, other)
- None of the above

* 7. This position requires the ability to juggle multiple projects and priorities within very specific and in some cases, legally defined timelines and deadlines; shifting priorities in a moment's notice. Describe your methods of organizing and prioritizing projects and how your skills, abilities and previous work experience demonstrate your ability to meet these challenges.

* 8. This position requires scheduling and directing the work of part time staff. Please describe your experience in setting pickup routes, renting equipment, scheduling employees, and direction of part time staff.

* 9. Employees in this position may be limited as to vacation time off during the primary and general election season, may be placed "on-call", and will be required to work a flexible schedule, which may include evenings, weekends, holidays, and overtime. Are you willing and able to work as within these parameters?

- Yes
- No

* Required Question