



Administrative Specialist II (Elections Specialist)

DEPARTMENT: KCE - King County Elections
SALARY: \$22.24 - \$28.33 Hourly
LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906
JOB TYPE: Special Duty Assignment or Term Limited Temp (TLT)
CLOSING DATE: 02/25/20 11:59 PM

SUMMARY:

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

The Department of Elections - is searching for energetic and resourceful professionals who like to "**get stuff done**". The Administrative Specialist II positions in the Election Services Division combine 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.

This **Term Limited Temporary (TLT)** position is approved until the end of 2020. If the successful candidate is a King County Career Service or Career Service exempt employee, you will be offered a Special Duty assignment. You must have permission from your current supervisor to accept a Special Duty assignment.

Who May Apply: This fully benefited TLT position is open to the general public and all King County employees. This selection process may also be used to create a pool of candidates to fill current and future Administrative Specialist II TLT positions over the next 6 months.

Work Location(s): This position will work at King County Elections Building located at 919 SW Grady Way, Renton, WA 98057. The position 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 and a **Resume** is required with your submission.

JOB DUTIES:

King County Elections believes in working in a very agile working environment. Creating a team that delivers now and in the future is very important. There may be various job duties that you could be assigned to including:

- **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 and retrieving and editing records.
- **Organize and coordinate work activities** and assist with providing training and one-on-one instruction to diverse staff.
- **Provide assistance with ballot delivery** including proofing Voter's Pamphlets and ballots.
- **Set up records and file documents** in both electronic and paper formats.
- **Review documents** for proper format, accuracy, completion, eligibility, and other legal guidelines.
- **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.
- **Assist with Ballot collection** by accompanying a driver to empty ballots from ballot drop boxes and securely transport them back to the elections office.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Attention to detail and proofreading skills.
- Ability to enter a high a volume of data into a production application with speed and accuracy.
- 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.
- Ability to work in a fast-paced environment.
- Ability to follow directions with strict rules and regulations.
- Ability to gain knowledge of elections terminology.
- Ability to stand or sit for periods of time as required.
- Ability to bend, lift and/or move 25 lbs. of ballots.

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:
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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.

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
Phone: 206-263-8413

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2020RL11341
ADMINISTRATIVE SPECIALIST II (ELECTIONS
SPECIALIST)
RL

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

Talent@kingcounty.gov

An Equal Opportunity Employer

**Administrative Specialist II (Elections
Specialist) 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 data which requires speed and accuracy
 - Proofreading documents or materials
 - Providing customer service to internal and external customers (general public) in person, over the phone, and through e-mail
 - Providing customer service to people of differing backgrounds and points of view
 - Creating and maintaining 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