



## Elections Specialist I-III

**Employment Type:** 0 - Full-time Regular

**Pay Range:** \$34,614.00 - 54,050.00

**Location:** Castle Rock, CO

**Overtime Exempt:** No

**Elected Office / Department:** CLERK & RECORDER

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position is focused on routine customer service and general office/clerical support including data entry, communications, and processing mail. This is a support role capable of performing a variety of tasks, with problem solving abilities, managing multiple competing responsibilities and prioritizing to maintain a continuous flow of election office operations. This is a visible and crucial position requiring exceptional computer, customer service, and communication skills. This position may require technical work in a lead role capable of performing a variety of complex tasks, with solving problem abilities, managing multiple competing tasks and prioritizing to maintain a continuous flow of operations and temporary support.

This position may be classified as an Elections Specialist I, II, or III dependent upon the skills of the candidate and the department's business needs.

#### Examples of Duties

(The following examples are illustrative only and are not intended to be all inclusive.)

- Primary responsibility for daily customer service; answers phones; greets and serves in person customers.
- Primary responsibility for processing daily mail, voter correspondence, and voter registration forms; manages Elections Office email account.
- Primary responsibility for performing voter registration data entry and data entry proofing daily.
- Primary responsibility for ordering office supplies and voter registration materials.
- Posts and reconciles daily credit card and cash sales.
- Prepares certified copies and standard copies for sale to customers; supports processing of Colorado Open Records requests (copies, receipt of payment).
- Generates standard and custom report orders for customers, political parties, and candidates; produces daily voter notices.
- Supports training efforts as assigned.
- Schedules work orders as needed.
- Assists with coordination of Elections Office staff events and hospitality support for Election Day.
- Administers state election laws and rules, and federal election laws to provide successful voting experience to staff and public.
- Maintains confidentiality of information consistent with applicable federal, state, and county rules and regulations.
- Creates, revises, and maintains standard operating procedures to perform role specific functions.

- Participates in cross-training efforts in other departments within the Clerk and Recorder's Office.
- Attends training, conferences, workshops or online courses to obtain or maintain Certified Election Official status, to enhance and maintain knowledge of trends and developments in the field, and to gain knowledge and information to assist with professional development.
- Establishes and maintains effective working relationships with other employees, departments, agencies, and the public.
- Creates, revises, and maintains training materials.
- Performs quality assurance on functional area processes on a continual basis.
- Performs voter registration data entry and data entry proofing; manages National Change of Address.
- Maintains mail ballot processing logs, reports, and other related documentation.
- Ensures adequate mail ballot kit stock is maintained in designated ballot preparation area and for use at Voter Service and Polling Centers (VSPCs).
- Cross-trained to cover responsibilities of Mapping and Addressing Coordinator.
- Assist with special projects.
- Performs other duties as assigned in support of business operations and statutory compliance.

#### SUPERVISION RECEIVED:

- This position receives frequent supervision with periodic review of job performance.

#### SUPERVISORY RESPONSIBILITIES:

- This position has no direct supervisory responsibility and may occasionally assist with monitoring election judges and temporary employees (3-10).

#### CONSEQUENCE OF ERROR:

- Errors in judgment or failure to achieve results could have a serious consequence and negatively affect the function of the division, produce negative public perceptions, result in budgetary overrun, flawed decision making by Douglas County, local government entities.
- Additional consequences may include non-compliance with Election law and litigation.

#### INDEPENDENT JUDGMENT:

- Identify opportunities for process and/or productivity enhancements.
- Effectively utilize resources (reports, policies, experience, and job knowledge) to draw logical conclusions to problems.
- Decisions are guided by governing statutes and rules, department/division policies under direction of the Deputy of Elections, Operations Manager, or Lead Elections Specialist.

#### CONTACTS:

- Managers, supervisors, other employees, and departments
- State, County, Municipal, and Special District Elected Officials
- Political Party Chairpersons
- Election Managers/Supervisors in other counties
- Candidates for Elected Offices
- Secretary of State's Office
- Vendors
- Public

#### LANGUAGE SKILLS:

- Must be able to communicate effectively in both oral and written form, as well as fluently speak, read and write English.
- Recognizes and used correct English grammar, punctuation, and spelling, produces written information that is appropriate for the intended audience.
- Ability to effectively present ideas and information in a one-on-one and small to medium groups situations.

#### REASONING ABILITY:

- Ability to apply common sense understanding to interpret and carry out a variety of instructions in written, verbal, or diagram form.
- Ability to manage and perform a variety of duties, often changing from one task to another of a different nature, without loss of efficiency or composure.
- Ability to make judgments or decisions based on available information.
- Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

#### OTHER SKILLS AND ABILITIES:

- Ability to understand, interpret, explain, and comply with election law and Secretary of State rules as they relate to security and election equipment (including but not limited to Title 1 C.R.S, SoS Rules Concerning Elections).
- Ability to work effectively both independently and in a team environment is required and utilize initiative to direct own and other's activities.
- Ability to manage multiple activities concurrently, allocating time to each according to prioritization is required.
- Ability to add, subtracts, multiply and divide into all units of measure, using whole numbers, common fractions and decimals.
- Proficient skill levels in most current Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint.
- Previous use of SharePoint preferred.
- Perform general typing, filing and collating functions.
- Practice and promote teamwork at all levels.
- Establish and maintain effective work relationships.

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#### MINIMUM QUALIFICATIONS:

##### **ELECTION SPECIALIST I:**

Hiring Range: \$2,884 - \$3,606 per month

#### EDUCATION and/or EXPERIENCE:

- A high school diploma or GED and one year of front facing clerical, customer service experience; previous election office experience a plus.
- Associates Degree in Business Administration, Public Administration, or similar field preferred.
- Ability to meet continuing education requirements set by the state and the Douglas County Clerk & Recorder's Office.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have and maintain a valid Colorado Driver's License and complying Colorado Insurance.
- US citizenship required.
- Must pass state and/or national criminal background check annually.
- Must obtain Secretary of State Election Certification within one year from date of hire and maintain certification on bi-annual basis.

**ELECTION SPECIALIST II:**

Hiring Range: \$3,262 - \$4,077 per month

**EDUCATION and/or EXPERIENCE:**

- A high school diploma or GED and 18 months of experience in the conduct of elections.
- Associates Degree in Business Management, Public Administration, or similar field preferred or equivalent combination of education and experience.
- Ability to meet continuing education requirements set by the state and the Douglas County Clerk & Recorder's Office.
- Ability to meet technical training requirements because of legislation and market demand

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have and maintain a valid Colorado Driver's License and complying Colorado Insurance.
- US citizenship required.
- Must pass state and/or national criminal background check annually.
- Must currently have Secretary of State Election Certification and maintain certification on a bi-annual basis.

**ELECTION SPECIALIST III:**

Hiring Range: \$3,603 - \$4,504 per month

**EDUCATION and/or EXPERIENCE:**

- A high school diploma or GED and four of experience in the conduct of elections.
- Associates Degree in Business Management, Public Administration, GIS, Information Technology, or similar field preferred or equivalent combination of education and experience.
- Ability to meet continuing education requirements set by the state and the Douglas County Clerk & Recorder's Office.
- Ability to meet technical training requirements because of legislation and market demand

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have and maintain a valid Colorado Driver's License and complying Colorado Insurance.
- US citizenship required.
- Must pass state and/or national criminal background check annually.
- Must currently have Secretary of State Election Certification and maintain certification on a bi-annual basis.

**The ability to successfully complete pre-employment screening including but not limited to: reference checks, criminal background check, motor vehicle record search, physical and drug screen is required.**

Supplemental Information

**PHYSICAL DEMANDS:**

- Required to stand, walk, sit, talk, hear, and drive.
- Specific vision abilities required by this job include vision and the ability to adjust focus.
- Occasional heavy lifting 35 pounds or more.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

- Work is generally performed in an office or warehouse environment.
- Travel to meetings, conferences, classes and other activities may be required.
- Subject to blackout periods for planned time off lasting up to three months at a time. Typically this time-frame may begin 60 days prior to
- Election Day and may end 30 days past Election Day. Election Deputy, Operations Manager, and/or County Clerk and Recorder, based on workloads and demands, may identify additional blackout periods with little notice.
- Extended work hours may be required to include evenings, weekends, and holidays.
- Must be able to adhere to the established Mission, Vision, and Values of the Clerk and Recorder's Office.

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**ADDITIONAL INFORMATION:**

This position is open until filled, review of applications will begin immediately and continue until a suitable candidate is selected.

The job details outlined in this posting represent a modified summary of the full job description. A full copy of the job description may be requested by emailing [HumanResources@douglas.co.us](mailto:HumanResources@douglas.co.us).

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.

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