



Administrative Specialist III (Ballot Collection Lead)

DEPARTMENT: KCE - King County Elections
DIVISION: Election Services
SALARY: \$24.87 - \$31.66 Hourly
LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906
JOB TYPE: Career Service, Full Time, 35 hrs/week
CLOSING DATE: 04/01/21 11:59 PM

SUMMARY:

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

The Department of Elections is recruiting a Ballot Collection Lead for the Elections Services Division. Under the direction of the Ballot Collection & Logistics Supervisor, this position will provide logistical support for ballot collection, fleet, and warehouse tasks and lead processes, projects and temporary staff. With over 70 ballot drop box locations throughout King County, this is a work group that continues to grow and evolve. This is a great opportunity for a detail oriented person with warehouse/receiving, data entry and strong interpersonal skills.

WHO WE ARE: King County Elections (KCE) manages voter registrations and elections for more than 1.4 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.

The Department of Elections is searching for an energetic and resourceful professional who likes

to **"get stuff done"**. The Ballot Collection Lead position in the Elections Department combines an exciting, fast-paced environment with the opportunity to **cultivate** talents and **apply** a variety of skills. The ideal candidate will thrive in an **innovative, fast-paced** environment and will not hesitate to roll up both sleeves, **work hard**, have **fun**, and get the job done.

WHO MAY APPLY: This position is open to all qualified applicants. The most competitive applicants will be contacted for further steps in the selection process.

WORK SCHEDULE: This position is subject to the provisions of the Fair Labor Standards Act and is overtime eligible. The workweek is typically 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday through Friday. Position is expected to be able to work during sudden changes to schedule that may include early mornings, late nights, weekends, and holidays during designated election times. Mandatory overtime (including weekends or evenings) will be required during elections and other peak work periods.

REQUIRED MATERIALS: A completed online King County employment **Application** at www.kingcounty.gov/jobs and a **Resume** and **Cover Letter** are required and should be attached before submitting your application. The cover letter should describe how your skills and experience meet or exceed the requirements of the job.

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:

- Using established expectations and measurement guidelines, **assist in developing the expected returns forecast** and propose staffing and ballot collection methods for each election.
- **Distribute work load** among short term temporary employees, provide direction and training and monitor the quality and completion of work.
- **Assist in establishing work methods** and recommending changes in work load and procedures to improve work processes.
- **Organize and coordinate work activities**, assist in employee selection, and provide input on the performance of staff.
- **Provide direction** to driving teams and drop box closers, including assigning teams, training and dispatching workgroups, ballot security during transit, and troubleshooting emergent issues.
- **Assist with drop box collection and closing** needs including box integrity and maintenance, election night security and supplies.
- **Interpret established policies**, procedures, and regulations to employees and customers.

- **Research and resolve questions**, problems, or inquiries from staff, citizens, and stakeholders.
- May also provide assistance with ballot delivery, proofing the Voter's pamphlet, performing data entry, retrieving and editing records, and providing excellent customer service.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- **Experience providing oversight** to a diverse group of workers in a team focused environment.
- Demonstrated ability to provide **excellent verbal and written communication** including instruction, training, and feedback.
- Work experience that includes maintaining and **tracking data, data analysis, and designing and maintaining data sources.**
- Experience **presenting information** to large diverse audiences.
- Demonstrated ability maintaining a professional demeanor and providing timely and reliable **customer service** preferably in a public environment.
- Demonstrated skill in **handling stressful situations** effectively while maintaining composure.
- Experience **maintaining confidentiality**, while sharing the right information with the appropriate people.
- Demonstrated ability **managing quickly changing priorities** and quickly changing information. Ability to assess the need for a change of course and then implement the adjustment clearly and decisively.
- Experience in **problem solving, research, analysis** and assessing information requiring initiative and a self-starter.
- Ability to **multi-task** and work in a busy environment with a sense of urgency, high energy, and enthusiasm.
- Ability to work cooperatively with a variety of individuals in a team environment.
- Demonstrated comfort with the use of **Microsoft Excel, Microsoft Word, 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.

DESIRABLE QUALIFICATIONS:

- Knowledge and proficient use of routing or logistical software (Marshall GIS LiGo, ESRI Workforce, etc.).
- Experience with Microsoft Office SharePoint and Teams.

- Experience with dispatch processes.
- Working knowledge of election operations.

SUPPLEMENTAL INFORMATION:

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. A final offer of employment will be contingent upon review of an official Washington State Driving Abstract demonstrating a good driving record.

PHYSICAL REQUIREMENTS: The duties in this position are performed in an office setting and may be required to lift and/or move at least 25 pounds independently and up to 50 pounds in a team setting. Must have the ability to bend, kneel, stand, reach, climb, stoop, and squat.

UNION: This position is represented by Teamsters, Local 117, Professional & Technical and Administrative Employees.

Temporary Telecommuting Requirement

Some of the work associated with this position will be performed [remotely](#), at least through July 5, 2021 in compliance with [King County's telecommuting mandate](#). Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements. There will be situations where the employee is required to report to a County worksite. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the [Public Health Directive](#) from the Seattle & King County Public Health Officer.

To support employees during this time King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our

guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

For more information regarding this recruitment, please contact:

Reeshema Lewis
Sr. Human Resources Analyst
Reeshema.Lewis@kingcounty.gov
(206) 263-8413

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kingcounty.gov/>

King County Administration Bldg.
500 4th Ave. Rm. 553
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206-477-3404

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An Equal Opportunity Employer

Job #2021RL13108

ADMINISTRATIVE SPECIALIST III (BALLOT
COLLECTION LEAD)

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Administrative Specialist III (Ballot Collection Lead) Supplemental Questionnaire

* 1. Please select the areas in which you have working experience (select all that apply).

- Maintaining and tracking data
- Data analysis
- Designing and maintaining data sources
- Knowledge and proficient use of routing or logistical software
- Experience providing customer service in a public environment
- Experience with dispatch processes
- None of the above

* 2. How many years of experience do you have overseeing a diverse group of workers?

- Less than one year
- One to two years
- Three to four years
- Five or more years
- None but willing to learn

* 3. Please select the software programs in which you have experience. (select all that apply)

- Word
- Excel
- Outlook
- SharePoint
- Teams
- None of the above

* 4. Do you have experience providing training and presenting information to large groups of people?

- Yes
- No

* 5. If you answered yes to the question above, please describe the types of trainings and presentations that you have provided. If you do not have this experience then type N/A.

* 6. Do you have the ability to bend, kneel, stand, sit, reach, climb, stoop, squat, lift and/or move 25 pounds?

- Yes
- No

* 7. Which of the following best describes your response to the following question: Are you applying to this position as a Priority Placement Program Participant and is this position the same or lower percentage of full-time and do you possess the skills and abilities to qualify for this position?

Yes, I was given a layoff notice from my role at King County AND I am within two years of the effective date of my layoff AND the position I was laid off from was the same or a higher percentage of full-time status when compared to this one.

No

8. If you answered yes to the question above and you are applying for this position as a Priority Placement Program participant, to be considered you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

* 9. This position requires a COVER LETTER and RESUME. If you have not yet attached or pasted in your resume and cover letter you may still do it at this point in the application process. Have you included a resume and cover letter with your application?

Yes

No

* Required Question