



**CITY OF DETROIT**  
invites applications for the position of:  
**Elections Specialist (TO  
ESTABLISH A LIST)**

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**SALARY:** \$49,618.00 - \$58,298.00 Annually

**OPENING DATE:** 02/26/21

**CLOSING DATE:** 03/26/21 11:59 PM

**DESCRIPTION:**

Under general supervision, assists in administrative and supervisory activities necessary for the conduct of public elections in the City of Detroit.

**EXAMPLES OF DUTIES:**

1. Monitors and oversees the tabulation of ballots, the conduct of elections for special groups, the issuance and processing of absentee ballots, and related activities.
2. Reviews and analyzes all state and local laws relating to the conduct of elections.
3. Studies assigned operational problems.
4. Evaluates existing procedures relative to changes in laws and regulations and to adequacy and economy.
5. Devises and recommends changes in procedures to comply with new regulations and to improve efficiency of operations.
6. Advises department personnel on policies and procedures and regulations affecting the conduct of election proceedings.
7. Plans, develops, and tests new and revised systems for processing work.
8. Projects personnel, equipment, forms and supplies necessary for implementation of new programs.
9. Prepares and reviews reports.
10. Assists in budget preparation.
11. Assists in processing personnel and equipment requisitions.
12. Assumes responsibility for department operations in the absence of superiors.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in political science or public administration and one year of experience in the elections process.

-Or-

Completion of two years of college with related coursework and seven years of experience in the planning and conduct of elections in the State of Michigan.

**SUPPLEMENTAL INFORMATION:****LICENSE, CERTIFICATION AND OTHER SPECIAL REQUIREMENTS:**

Valid State of Michigan Operator License.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**DISTINGUISHING CHARACTERISTICS:**

Primary work is performed in a typical office setting which may include some exposure to computer monitors, and substantial amounts of time spent at various voting locations

**Subjects and Weights:**

**1. Oral Appraisal: 70%**

**2. Evaluation of Training, Experience, and Personal Qualifications: 30% - P/F (Pass/Fail)**

**3. Total: Oral Appraisal, Evaluation of Training, Experience, and Personal Qualifications: 100%**

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The City of Detroit has incorporated NEOGOV, an online hiring system, which allows applicants to create a user account/profile, apply for current job opportunities and check the status of their candidacy all on-line. Hard copy paper applications are no longer available. Everything is done through our website, [www.detroitmi.gov/detroit-opportunities/find-a-job](http://www.detroitmi.gov/detroit-opportunities/find-a-job), where you will find our employment opportunities, and will be able to create an account and apply for jobs.

Position #2020301925271  
ELECTIONS SPECIALIST (TO ESTABLISH A LIST)

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Job Seekers without computers may use any of the 23 branches of the Detroit Public Library.  
<http://www.detroit.lib.mi.us/>

In addition applicants without computer access can visit any of DETROIT EMPLOYMENT SOLUTIONS, a Michigan Works Agency.  
<http://michiganworks.org/agencies/agency/178/>

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