



Administrative Specialist III (Candidate & Jurisdiction 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: 10/21/21 11:59 PM

SUMMARY:

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

The Department of Elections is recruiting a Candidate & Jurisdiction Lead for the Election Services Division. Under the direction of the Candidate & Jurisdiction Coordinator, this position will provide support for candidate and ballot measure filing, voters' pamphlet submissions, ballot build, and insertion and delivery processes. This position will lead processes, projects, and people which will include leading, coaching, mentoring, and training temporary and regular staff. This is a great opportunity for a detail-oriented person with organizational, data entry and strong interpersonal skills.

King County Elections (KCE) manages voter registration and elections for more than 1.4 million voters in King County and is the largest vote-by-mail county in the United States. KCE's mission is to conduct accessible, secure, and accurate election. 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 Administrative Specialist III in the Elections Department combines an exciting 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 the general public and all King County employees.

Materials Required to Apply: 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.

Work Schedule: The standard workweek for this position is Monday through Friday, 35 hours per week. This 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. This position is subject to the provisions of the Fair Labor Standards Act and is overtime eligible.

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:

- **Organizing and maintaining data and statistics**, including establishing benchmarks for staff performance expectations for tasks.
- **Providing direction and assistance**, coaching, and training to staff, monitoring the quality and completion of work, providing input on the performance of staff and communicate issues/concerns related to staff performance to Supervisor.
- **Provide timely updates on projects** to Supervisor including current progress, roadblocks, and asking clarifying questions as needed.
- **Assist in establishing work methods** and recommending changes in work load and procedures to improve work processes.
- **Organize and coordinate work activities**, prioritizing as needed to meet deadlines.
- **Provide direction** to short term temporary employees and agile staff, including assigning teams, training workgroups, and troubleshooting emergent issues.
- **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 drop box collection and closing** needs including box integrity and maintenance, election night security and supplies.

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 and data analysis**.
- Experience **presenting information** to large diverse audiences.
- Demonstrated ability maintaining a **professional demeanor, relating openly and comfortably** to diverse groups of people, and providing timely and reliable **customer service**.
- 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 **multi-task** in a busy environment.
- Experience in **problem solving, research, analysis** and assessing information requiring initiative and a self-starter.
- 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 election management system software and tabulation system software.
- Experience with Microsoft Office SharePoint and Teams.
- 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.

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

Temporary Telecommuting Requirement

The work associated with this position will be performed through a combination of teleworking complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required, including the [wearing of masks in some situations](#). King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

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 that is redefining how we work as we transition to the department's hybrid environment.

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.

(New) Covid-19 Vaccination Requirement

As of October 18, 2021, most* King County employees are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination by October 18th. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

This directive applies to employees in the Executive branch*, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

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. HR Business Partner
Email: Reeshema.Lewis@kingcounty.gov
Phone: 206-263-8413

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

Job #2021RL14355
ADMINISTRATIVE SPECIALIST III (CANDIDATE &
JURISDICTION LEAD)

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

RL

reeshema.lewis@kingcounty.gov

An Equal Opportunity Employer

Administrative Specialist III (Candidate & Jurisdiction Lead) Supplemental Questionnaire

- * 1. Please select the areas in which you have working experience (select all that apply).
 - Maintaining and tracking data
 - Data analysis
 - Providing customer service
 - Maintaining confidentiality
 - Working knowledge of election operations
 - Election management system software and tabulation system software
 - None of the above
- * 2. Please select the Microsoft software programs in which you have experience. (select all that apply)
 - Word
 - Excel
 - Outlook
 - SharePoint
 - Teams
 - None of the Above
- * 3. 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
- * 4. Do you have experience presenting information to large diverse audiences?
 - Yes
 - No
- * 5. If you answered yes to the question above, please describe the types of 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 application requires the attachment of a resume and cover letter. If you have not provided it yet, you may still do so before final submission of the application. Did you submit a resume and cover letter for this job application?

Yes

No

* Required Question