INVITES APPLICATIONS FOR THE POSITION OF:
DEPUTY ELECTION ADMINISTRATOR (Deputy Municipal Clerk) - Range 20 / EXE

An Equal Opportunity Employer

**SALARY**

$36.06 - $45.67 Hourly

$2,884.62 - $3,653.85 Biweekly

$75,000.00 - $95,000.00 Annually

**OPENING DATE:** 09/23/22

**CLOSING DATE:** 10/17/22

**THE POSITION**

Open to the general public and any current Municipal employee.

This is an Executive position and the incumbent serves at the pleasure of the Municipal Clerk.

**DEPARTMENT:** Municipal Clerk's Office - Elections

**HOURS OF WORK:** Monday through Friday; 8:00 a.m. to 5:00 p.m., Occasionally required to work late and over the weekend.

**LOCATION:** 619 Ship Creek Avenue, Suite 100, Door D

**EXAMPLE OF DUTIES**

Under the direct supervision of the Election Administrator, the Deputy Election Administrator oversees all operational duties and supervises temporary election personnel, providing guidance for the proper operation of elections for elected and appointed officials and election personnel. Performs highly responsible professional, technical, and administrative work assisting the Election Administrator with activities necessary for effective and efficient performance of the duties and functions. Plans and directs certain special projects. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS / SUBSTITUTIONS / PREFERENCES**

Bachelor's degree in Business Administration, Public Administration, Human Resources, Communications, Public Relations, Political Science or a related discipline and three (3) years of administrative experience involving development and maintenance of detailed and complex records and/or documents, two (2) years of which must have been in Municipal or State government.

OR

Associate's degree in Business Administration, Public Administration, Human Resources, Communications, Public Relations, Political Science or a related discipline and five (5) years of administrative experience involving development and maintenance of detailed and complex
records and/or documents, two (2) years of which must have been in Municipal or State
government.

OR

High school diploma, GED, or equivalent and seven (7) years of administrative experience
involving development and maintenance of detailed and complex records and/or documents, two
(2) years of which must have been in Municipal or State government.

Notary Public Commission within six (6) months of hire.

Registered voter in Anchorage - All of the Municipal Clerk's Office staff are considered election
officials under AMC 28.10.040; election officials must be registered voters in Anchorage pursuant
to AMC 28.50.010E

Preferences:
- State of Alaska driver's license
- Three years prior experience in election administration
- Previous supervisory experience
- The ability to type 40+ WPM
- The ability to use Microsoft Office, particularly Outlook, Word, and Excel
- Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC) designation, or other
  national election certification credentials

ADDITIONAL IMPORTANT INFORMATION

The Municipality of Anchorage participates in the U.S. Department of Homeland Security E-verify
Program. For more information, please go to http://www.uscis.gov/E-verify. E-Verify® is a

If selected for hire, the appointment in this position will be conditional based upon a satisfactory
Municipal Employment Office conducted background check. A background check encompasses
criminal history, verifying education, and verifying dates of employment.

All licenses and certifications must remain current for the duration of employment.

Military Service Interview Preference:
Veterans who wish to be considered for an interview preference as permitted in Municipal
Personnel Rules 3.30.031 D, must attach to the application a copy of their DD Form 214, DD Form
256, NGB Form 22, or a letter from the US Department of Veterans Affairs recognizing the person
as a veteran or similar document. The attached documentation must show an honorable discharge
or general (under honorable conditions) discharge. The minimum qualifications of the position
must be met for preference consideration.

An individual currently serving as a member in good standing in the National Guard or the
organized military reserves who wishes to be considered for an interview preference as permitted
in Municipal Personnel Rules 3.30.031 D must attach proof of current service to the application.
Proof of current service can be shown by submission of a statement of service which, at a
minimum, shows full name, date of birth, Social Security Number, date service began, branch of
service, rank, name of command providing the information, and unit of assignment. The statement
of service must be on a form or letterhead of the individual’s command organization and show the
name, signature, title and contact information for the signer providing the statement of service.
The minimum qualifications of the position must be met for preference consideration.

The Municipality of Anchorage is an employer of National Service. Please be sure to include any
volunteer work with AmeriCorps, Peace Corps, or other national service programs on your application in the work history portion.

Application Process:
Once an applicant clicks on the "Apply" link underneath the header section of a vacancy announcement, they will be directed to the www.GovernmentJobs.com website to log into their existing account (or to create an account) of their application profile. Applicants will create or review their profile, make any updates necessary, and submit their application from their personal account. **NOTE: The GovernmentJobs website and applicant's profile accounts are not administered by the Municipality of Anchorage.** For technical assistance or customer service regarding an account profile, applicants may contact the GovernmentJobs customer support line at 1-855-524-5627.

For general questions regarding Municipal vacancy announcements or the employment process with the Municipality of Anchorage, applicants may contact the Human Resources Department at (907) 343-4447 during regular business hours of Monday through Friday 8:00 a.m. to 5:00 p.m., Alaska Time.

The MOA is an EO and AA employer and complies with Title I of the ADA.

For information regarding requests for reasonable accommodations related to employment under the Americans with Disabilities Act, please contact the Municipality of Anchorage ADA Coordinator at (907) 343-4571.

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**DEPUTY ELECTION ADMINISTRATOR (Deputy Municipal Clerk) - Range 20 / EXE Supplemental Questionnaire**

* 1. In order to be considered, applicants **must** provide accurate and complete education and work history information in its entirety. The referenced information listed on the online application will be used to determine the applicant's qualifications toward meeting the minimum requirements for the position (e.g., if you list that you have 6 years of experience in a certain field, that experience must be easily identifiable on the 'Work Experience' section of your application). Attaching a resume is not an alternative to filling out the application in its entirety. Noting "see resume" or any similar comment on any portion of your application may lead to you being disqualified for the position.

If the experience you reference in the below questions is not clearly included and described in your Work History section, your application will be considered **not qualified** for this position and you may be removed from consideration.

**Do you understand, in order to be considered for this position, accurate and complete education and work history information must be provided?**

- [ ] Yes
- [ ] No

* 2. Which of the following best describes your level of education as it relates to this position?

- [ ] None/less than High School
- [ ] High School Diploma / GED / Equivalent
- [ ] Associate’s Degree in Business Administration, Public Administration, Human Resources, Communications, Public Relations, Political Science or a related discipline
* 3. How many years of administrative experience involving development and maintenance of detailed and complex records and/or documents do you have?

- Less than 1 year
- 1 year to less than 3 years
- 3 years to less than 5 years
- 5 years to less than 7 years
- 7 years to less than 9 years
- 9 years or more

* 4. Describe the experience you referenced for the above question and indicate which position(s) in your application's Work History supports your response.

Noting "see resume", "N/A", or a similar comment may result in you being removed from consideration for this position.

* 5. In reference to the above question #3, how many years of experience have been in Municipal or State government?

- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 4 years
- 4 years to less than 6 years
- 6 years to less than 8 years
- 8 years or more

* 6. Describe the experience you referenced for the above question and indicate which position(s) in your application’s Work History supports your response.

Noting "see resume", "N/A", or a similar comment may result in you being removed from consideration for this position.

* 7. Are you an Alaska Notary Public OR do you have the ability to become an Alaska Notary Public within six (6) months? (You must be 18, live in Alaska 30 days, have no felony convictions or commissions revoked in past 10 years, among other requirements.)

- Yes
- No

* 8. Are you a registered voter OR have the ability to become one?

- Yes
- No

* 9. Do you currently possess a valid State of Alaska driver's license OR have the ability to obtain one by the time of hire?

- Yes
- No

* 10. How many years of election administration experience do you have?

- Less than 3 years
- 3 years to less than 5 years
- 5 years to less than 7 years
7 years to less than 9 years
9 years or more

* 11. Describe the experience you referenced for the above question and indicate which position(s) in your application's Work History supports your response.

Noting "see resume", "N/A", or a similar comment may result in you being removed from consideration for this position.

* 12. Do you have previous supervisory experience?
   - Yes
   - No

* 13. Describe the experience you referenced for the above question and indicate which position(s) in your application's Work History supports your response.

Noting "see resume", "N/A", or a similar comment may result in you being removed from consideration for this position.

* 14. Do you have the ability to type 40+ WPM?
   - Yes
   - No

* 15. Please rate your learned skill level, experience and proficiency using Microsoft Outlook.
   - Little to no understanding and experience using Outlook
   - Basic understanding and experience using Outlook
   - Average understanding and experience using Outlook
   - Above average understanding and experience using Outlook
   - Advanced understanding and experience using Outlook

* 16. Please rate your skill level, experience and proficiency using Microsoft Word.
   - Little to no understanding and experience using Word
   - Basic understanding and experience using Word
   - Average understanding and experience using Word
   - Above average understanding and experience using Word
   - Advanced understanding and experience using Word

* 17. Please rate your skill level, experience and proficiency using Microsoft Excel.
   - Little to no understanding and experience using
   - Basic understanding and experience using Word
   - Average understanding and experience using Word
   - Above average understanding and experience using Word
   - Advanced understanding and experience using Word

* 18. Do you currently possess a Certified Municipal Clerk Certification or Master Municipal Clerk Certification OR do you have the ability to obtain either within six (6) months?
   - Yes
   - No

* Required Question