

# ELECTION SUPPORT SPECIALIST SECRETARY OF STATE (DEPT OF STATE)

**Job Location:**

Address: 1700 W. Washington St. Phoenix, AZ 85007

**Posting Details:**

Salary: \$16.50 - \$21.25

Grade: 17

Closing Date: 07/20/2021

**Job Summary:**

*The Elections Division of the Secretary of State's Office seeks a dedicated Election Support Specialist to provide support, customer service and leadership in key elections areas, including initiative, referendum, and recall filings; circulator registrations and managing of circulator portal; and the multi-jurisdictional roll out of the campaign finance program, Beacon. This position will be the subject matter expert for ballot measure petition processing, including developing and managing the staffing program. This position will interact regularly with users from across jurisdictions to ensure proper system use; will resolve errors; and will escalate issues to applicable Elections or IT staff as necessary. This position will work closely with both local jurisdiction stakeholders, the Elections Division, and IT staff to accomplish Department of State objectives.*

*This position will also provide general customer service and assistance related to voter registration and elections. The position will assist the Department of State in ensuring its elections applications and technology comply with state and federal election laws.*

**Job Duties:**

- *Work with Election Services Manager on Initiative, Referendum and Recall Filings. Including accepting application filings, creating new public handbooks, planning and executing the processing of petition filings, preparation of technology resources, and customer service with stakeholders related to these filings.*
- *Process all circulator registrations within five days of submission. Appropriately respond to customer service inquiries regarding circulator registrations. Understand laws and requirements related to circulator registration and create new public handbook as laws change.*
- *Assist the Election Analyst during candidate filing with process candidate nomination petitions and other items related to this activity.*
- *Coordinate hiring, training, and management of internship for processing of initiatives in summer of general election years. Includes tasks such as finalizing job description, circulating job description to internship coordinators, creating hiring process, on-boarding appropriate amount of interns, creating trainings, and utilizing other election staff for management of interns.*
- *Provide customer service support on general phone lines and in various email inboxes as needed.*
- *Present information to jurisdictional stakeholders related to the campaign finance system. Assist jurisdictions through the application onboarding process. Provide training and assistance to internal staff, jurisdictional stakeholders, and application users.*
- *Other duties as assigned as related to the position.*

**More information and the link to the application:**

<https://www.azstatejobs.gov/jobs/election-support-specialist-phoenix-arizona-united-states>

**Contact Us:**

*If you have any questions please feel free to contact Human Resources at [humanresources@azsos.gov](mailto:humanresources@azsos.gov) or 602-541-6170 for assistance.*