

## ELECTIONS ANALYST – CANDIDATE FILINGS

### ARIZONA SECRETARY OF STATE (DEPT OF STATE)

Link to Apply: <https://www.azstatejobs.gov/jobs/elections-analyst-candidate-filings-phoenix-arizona-united-states>

**Job Location:**

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

**Posting Details:**

Salary: \$18.00 - \$22.20

Grade: 18

Closing Date: 12/14/2021

**Job Summary:**

The Election Services Division of the Office of the Arizona Secretary of State is seeking a dedicated employee to serve as an Elections Analyst. This position will assist in administering elections, provide customer service to voters and the regulated community, communicate with Arizona counties, and maintain compliance with state and federal election laws. The main focus of the Election Analyst will be managing the candidate desk.

**Job Duties:**

- Lead the planning and administering of the candidate petition review process, to include working with vendors and third parties to prepare and execute review process for candidate petitions. Develop training materials and handbooks. Present information to stakeholders and interested parties regarding the candidate filing process. Follow court challenges at the close of the candidate filing process. Maintain the candidate information on the webpage. Act as the primary contact for candidates and campaigns about the candidate filing process.
- Assist ballot measure desk lead in administering petition review process for initiatives, referendum, and recalls. Assist in developing training materials and handbooks for ballot measures. Assist in processing of circulator registrations related to petition circulation and creation of training materials and handbooks for circulator registrations.
- Act as subject matter expert in financial disclosure laws and regulations. Draft training materials and handbooks to assist filers in achieving compliance with disclosure requirements. Communicate with officeholders and proxies, judicial officers, and court administrators to provide accurate and concise filing information and instructions. Work with court administrators to track and inform new appointees of filing obligations. Track financial disclosure filings and initiate enforcement proceedings as necessary.
- Provide customer service to voters, election officials, and the general public regarding elections and voter registration. Provide support and guidance to the regulated community and the general public in areas of Elections Division oversight, including ballot measures, petition circulators, lobbyists, campaign finance, financial disclosures, etc.
- As required, serve in a general capacity to accomplish Elections Division goals and meet deadlines. Provide support to upline managers by occasionally coordinating employee

teams or working with specialized staff to complete projects. Assist fellow staff during periods of heavy volume.

- Help maintain all election-related information presented on the Secretary of State website, while ensuring content quality and functionality. Provide timely and accurate updates to election-related pages.
- Other duties as assigned as related to the position.

#### Knowledge, Skills & Abilities (KSAs):

- General knowledge of Arizona state government and duties of Secretary of State
- General knowledge of Secretary of State services and computer software applications
- Knowledge of Federal and Arizona election laws and procedures
- Knowledge of local and communities, politics, and organizations
- Knowledge of the methods and means of collecting and evaluating data.
- Comprehensive knowledge of Microsoft products, including Windows, Word, Outlook, Excel, and PowerPoint
- Can deliver excellent customer service via diverse delivery mediums, including in-person, telephone and electronic
- Strong team mentality with a devotion to both division and agency success
- Developed interpersonal, written, and oral communication skills
- Public speaking and presentation skills with an ability to cater to various audiences
- Skilled at developing and executing goals, while effectively and efficiently utilizing all resources to meet deadlines
- Can develop and implement new processes and procedures
- Demonstrated ability to balance, prioritize and organize multiple tasks
- Demonstrated ability to plan for projects and delegate tasks as needed
- Demonstrated ability to work collaboratively in teams and across organizations
- Demonstrated ability to synthesize feedback and adjust plans accordingly
- Demonstrated ability to build strong relationships inside and outside the organization
- Demonstrated ability to resolve incidents/problems efficiently and effectively, recognizing customers' competence levels, and able to approach each level appropriately

#### Selective Preference(s):

- College level coursework
- Experience in working with elections
- Election Officer Certification

#### Pre-Employment Requirements:

AZ Driver's License

#### Benefits:

The Arizona Department of Administration offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

All employees are subject to Arizona State Retirement System contributions.

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.