

ELECTIONS ANALYST – PUBLIC RECORDS

ARIZONA SECRETARY OF STATE (DEPT OF STATE)

Link to Apply: <https://www.azstatejobs.gov/jobs/elections-analyst-public-records-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 Elections Division of the Office of the Arizona Secretary of State is seeking a dedicated employee to serve as an Election Analyst. Their main focus will be to fulfill public records requests submitted to the Elections Division. They will report to the Senior Elections Policy Manager.

Job Duties:

- Responsible for receiving, reviewing, and fulfilling public records requests and litigation discovery requests. This process includes the following tasks: tracking requests; communicating with the requester on topics such as fulfillment guidelines, costs, and updates on progress; coordinate collection and organization of responsive records by working with IT, elections, and other staff members; and reviewing and preparing documents for delivery.
- Responsible for records retention and document storage. Ensure Elections Division stores minimum hard copy documents consistent with the retention schedule; ensures that electronic records are properly maintained. Maintains records retention schedule, Iron Mountain storage, and schedules proper records destruction.
- Conducts ballot measure Town Halls. Organizing these events includes: scheduling venues; scheduling interpreters as needed (sign language, Spanish); conducting publicity and outreach; ensuring pro and con groups are represented; preparing and delivering presentation.
- Produces statewide Publicity Pamphlet by working with the vendor on layout, printing and proofing; coordinate the development of the household mailing list; ensuring pamphlets printed for English, Spanish, large print, and ADA; and ensure electronic version of pamphlet is appropriately distributed.
- Assist with voter registration quarterly reports, list maintenance, and other projects as assigned.
- Assist with customer service via phones and emails to voters, election officials, and the general public regarding elections and voter registration.
- 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 or 602-541-6170 for assistance.