Elections Clerical Unit Supervisor (Limited Duration) -
Multnomah County, Oregon

In the Department of Community Services at Multnomah County, we look for people who can
grow, think, lead, and inspire. We have a culture that thrives on diversity and rewards
commitment to public service. We seek leaders, achievers and doers who bring skill and
passion to a challenging and evolving environment.

If you’re passionate about being involved in a position that creates a positive impact in your
community with the ability to act ethically, respecting, valuing, and honoring our unique voices
within the community, this is the job for you. Are you interested in joining our team to carry out
this special mission? Be a part of a calling that impacts our community on a completely different
level than you have ever experienced before as a team lead. Multnomah County’s Elections
Division is currently looking for an experienced, self-motivated, and organized Elections
Clerical Unit Operations Supervisor to fill one (1) full-time vacancy (job classification/job
profile: Operations Supervisor) at its Elections Office in SE Portland, Oregon.

As part of our elections leadership team, you will provide support of the daily operations of the
Elections Division team and assist with the implementation of elections program goals and
objectives, including quality and performance improvement activities in the Clerical / Voter
Registration Unit. To be successful in this role, you must feel comfortable in a busy and
sometimes unpredictable environment. You embody professionalism and model our values to
our community members and fellow employees. You’re knowledgeable about the elections
process and operations and keep up to date with current best practices. You lead your team
collaboratively and set the example for your team, jumping in when work needs to get done and
finding solutions to create and maintain a high level of care and customer service.

As the Elections Clerical Unit Operations Supervisor, you will:

● Supervise and evaluate the work of 4 Office Assistant Seniors and up to 25 On-Call
  Election Workers in the Elections Division; evaluate the performance of and provide
  coaching to this work group.
● Conduct and facilitate staff training related to customer service and data entry of voter
  registration.
● Troubleshoot staff data entry and computer application problems.
● Review work of customer service and data entry staff for accuracy and conformance with
  policy and procedures.
● Supervise election ballot requests and updates.
● Supervise all incoming and outgoing mail processing including date stamping, sorting,
  determining batch categories and distributing incoming mail.
● Prepare and coordinate work schedules for staff.
● Plan and facilitate regular Clerical Unit / Voter Registration Staff informational meetings.
● Work with the Project Manager and Procedure Team to ensure procedures for customer
  service and data entry are up to date.
● Work with the Elections Operations Manager to facilitate data collection within the work
  unit.
● Promote a cooperative team environment.
● Research, recommend and implement technical and/or administrative revisions to the
  office systems, procedures and policies.
● Recommend and assist in the implementation of goals and objectives.
● Participate in the hiring, scheduling, supervision and training of temporary personnel for election activities.
● Support the Voting System Specialist and clerical unit during scheduled testing for voter registration system updates
● Work with the Voting System Specialist to determine whether voter registration system updates have passed system testing.
● Troubleshoot issues with the voter registration system as it relates to voter registration and election management.
● Train and update staff on voter registration system updates and changes in addition to other software applications.
● Troubleshoot complex voter registration and voting issues

Specifically, we are looking for someone who:

● Has experience leading a diverse team and managing day-to-day activities.
● Has the ability to work calmly under pressure, demonstrating the ability to think clearly and quickly while mastering multiple tasks.
● Provides a high level of professional customer service for both internal and external customers, and performs duties while working effectively with diverse and sometimes difficult clientele.
● Has the ability to communicate in a friendly, open, and respectful manner in person, over the telephone, and via email.
● Is culturally sensitive to, and understands and practices racial and socioeconomic equity principles.

This limited duration assignment is slated to last for up to two years. It may end sooner based on business needs.

Minimum Qualifications/Transferable Skills*:

● Equivalent to a bachelor’s degree - In lieu of a degree we will consider equivalent related experience; AND
● Three (3) to six (6) years of elections related or supervisory experience.
● This position is eligible for hybrid telework but candidates must be able to work on-site*

*NOTE - All positions in Elections are designated as essential during the peak election season and will be required to work in person during these times. Off-season, employees may work a hybrid schedule if they wish.

Type of Position: This salary, non-represented position is not eligible for overtime.

Salary Range: $57,355.18 - $80,298.10 Annual, benefits included

Schedule: Monday - Friday, 8:00 AM - 5:00 PM. There may be some flexibility with the regular start and end times. There may also be the option to work a 9/80 schedule. There is also overtime and flexible schedules expected during certain time periods leading up to and following elections.
**Location:** Multnomah County Elections Office, 1040 SE Morrison Street, Portland, OR 97214

**Telework:** At this time, this position is designated for "hybrid telework," meaning you will be working on-site some of the time and remotely (from home) at other times. Also, all Elections employees are considered essential employees during certain time periods leading up to and following elections. During these essential time periods all Elections employees must report on site. The designation of hybrid telework may be subject to change at a future time. Currently, all employees must reside in Oregon or Washington; the county cannot support ongoing telework from other locations.

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exemption as a qualification of employment.

If interested, please apply here:

[https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/Portland-OR/Elections-Clerical-Unit-Operations-Supervisor---Limited-Duration_R-9936-1](https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/Portland-OR/Elections-Clerical-Unit-Operations-Supervisor---Limited-Duration_R-9936-1)

We will be accepting applications until Tuesday, December 27th at 11:59 pm (PST)