

ELECTIONS FELLOWSHIP

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: \$32,000 - \$40,000 (pro-rated based on actual length of fellowship)

Grade: 04

Closing Date: 12/14/2021

Job Summary:

The Arizona Secretary of State's Office Elections Fellowship Program offers recent graduates who are interested in public service the opportunity to spend up to 12 months working with the Elections Division in the Arizona Secretary of State's Office. The Elections Division advances the Secretary of State's mission of ensuring a fair and secure election process across Arizona. The 2021-2022 fellows will have the exciting opportunity to work with our office during a midterm election cycle. The main fellowship duties will include work that advances the Secretary of State's responsibilities regarding voter registration and data tracking. This position will be a good fit for someone who is detail-oriented and interested in learning more about elections administration. Throughout their fellowship, fellows will participate in monthly check-in meetings with an Elections team lead to receive guidance and feedback.

Job Duties:

- Assisting with proofing voter registration statistics, researching voter cancellations, assisting uniformed and overseas citizens with voter registration and casting a ballot, election night reporting, proofing the official canvas, and other administrative duties
- Maintaining and organizing records to track statutory voter registration list maintenance and election reporting requirements
- Conducting document review to support the Office's public records responses
- Researching and responding to public inquiries
- Other duties and responsibilities as related to the position

Knowledge, Skills & Abilities (KSAs):

- Knowledge of basic office professionalism
- Basic knowledge of policy, government, public administration, or law
- Skill in active listening
- Skill in critical thinking, using logic and reasoning to approach problems
- Skill in working effectively with a team
- Skill in basic computer navigation
- Ability to be extremely detail-oriented
- Ability to adapt to changes in processes or responsibilities
- Ability to initiate and follow-through with tasks

- Ability to remain objective and non-partisan while serving as an intern under the Secretary of State

Pre-Employment Requirements:

- Must be able to participate full-time (Monday - Friday, 8:00 a.m. - 5:00 p.m.)
- Must have a minimum cumulative GPA of 2.75
- Must be at least 18 years old
- Valid AZ driver's license or state picture ID
- Must have an undergraduate degree related to public policy, government, public administration, law social sciences or related field.

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:

The fellowship is exempt from 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.