

DOUGLAS COUNTY GOVERNMENT

JOB TITLE: Elections Intern

EXEMPT: No

JOB TYPE: 1603S

PAY GRADE: S160

DEPARTMENT and DIVISION: Clerk and Recorder – Elections Division/

APPROVED BY (Dept): Jack Twite

DATE: 6/18/2021

APPROVED BY (HR): Sidonya Fulton

DATE: 06/23/2021

The Douglas County Elections Internship Program is a unique opportunity for students interested in public service, government, and elections administration to gain hands-on experience in the Colorado electoral process. This paid internship program provides students with professional experience while gaining foundational knowledge in the areas of:

- Federal and state election law and rule
- The role of the County Clerk and Recorder as Chief Election Official
- Voter registration, education, and outreach
- Election coordination and administration
- The Colorado mail ballot process

The Douglas County Elections Internship Program prepares students to serve as informed and engaged citizens while gaining valuable experience for their future careers.

DEFINITION OF WORK: This is a highly flexible position ranging from general/clerical support to field/warehouse work. Incumbent will utilize problem solving and adaptability to assist with various tasks and projects including, data entry, mail processing, voting equipment configuration, polling center setup and tear down, basic technical support, and other duties related to Elections operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following examples are illustrative only and are not intended to be all inclusive.)

- Lives out the Vision, Mission, and Core Values of the Clerk and Recorder's Office, maintaining a supportive environment conducive to teamwork.
- Administers state election laws and rules, and federal election laws to provide successful voting experience to staff and public.
- Assist staff responsible for daily customer service, answering phones and online chat.
- Performing voter registration data entry.
- Assist with ballot collection and processing.
- Support pre-election acceptance testing and post-election audit of voting equipment.
- Room set up for trainings and meetings.
- Assist with polling place site set up and tear down.
- Maintains chain of custody documentation for all equipment.
- Attendance must be maintained at an acceptable level.
- Performs other duties as assigned.

SUPERVISION RECEIVED: This position receives frequent supervision and feedback on performance.

SUPERVISORY RESPONSIBILITIES: This position has no direct supervisory responsibility.

INDEPENDENT JUDGMENT: Seeks guidance as an intern from appropriate staff and leadership before making decisions. Effectively utilizes resources (reports, policies, training experience, and job knowledge) to draw logical conclusions to problems. Decisions are guided by governing statutes and rules, department/division policies under direction of the Deputy of Elections and Services Manager

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- HS Diploma or GED.
- Current Undergraduate or Graduate student pursuing a degree in Public Administration, Political Science, Business Management, Public Policy, Communications, or similar focus.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of principles and processes for providing customer services.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- SharePoint experience preferred.

Skills:

- Performs general typing, filing and collating functions.
- Proficient in operating general office equipment.
- Excellent analytical, reasoning, and troubleshooting abilities.
- Practices and promotes teamwork at all levels.
- Establishes and maintains effective work relationships.
- Maintains proficient skill levels in most current Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint.
- Skill in use of hand and power tools a plus.

Abilities:

- Must be able to communicate effectively in both oral and written form, as well as fluently speak, read, and write in English.
- Ability to effectively present ideas and information in a one-on-one and small to medium groups situations.
- Ability to understand, interpret, explain, and comply with election law and Secretary of State rules.
- Ability to work effectively both independently and in a team environment.
- Ability to manage multiple activities concurrently, allocating time to each according to prioritization.
- Ability to add, subtracts, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals.
- Able to maintain confidentiality of information consistent with applicable federal, state, and county rules and regulations.

CERTIFICATIONS, LICENSES, & REGISTRATIONS:

- US citizenship required.
- Must be a Colorado registered voter.
- Must pass state and/or national criminal background check.
- Must pass drug test.

WORK ENVIRONMENT:

Physical Work Environment:

- Work is generally performed in an office or warehouse environment with occasional field work outdoors.
- Work in the warehouse is conducted in an environment with dust, varying temperatures, cement flooring with no padding, high shelving requiring ladder, and the use of pallet jack equipment.
- Extended work hours may be required to include evenings, weekends, and holidays.
- Has close, frequent, in-person contact with coworkers, County staff, temporary staff, and the general public.

Physical Demands:

- Required to stand, walk, sit, talk, hear, and drive.
- Specific vision abilities required by this job include vision and the ability to adjust focus.
- Occasional heavy lifting and stacking of 35 pounds or more.
- Occasional pushing of carts weighing over 100 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Material and Equipment Directly Used:

- Computers, calculators, scanners, printers, fax machines, and telephones are used daily.
- Various types of hand tools, warehouse racking, pallets, carts, A-frame signs, polling booths, ballot boxes, computer, and various elections-related technical equipment.

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.