

## **ELECTIONS SPECIALIST III**

**County of San Mateo**

**\$38.79 - \$48.48 Per Hour**

The County of San Mateo Registration and Elections Division of the Office of the Assessor-County Clerk-Recorder and Chief Elections Officer is looking for qualified candidates for the position of **Elections Specialist III**.

This highly specialized position performs varied coordinative technical duties to ensure that County and local, city, and special district elections are conducted efficiently and in accordance with laws and regulations. Successful performance of the work requires the use of independent judgment and initiative along with the skill to follow through on multiple projects and details.

Additional skills include expertise working with the community and political groups, exceptional report writing skills, and strong project management skills. Prior experience with elections and basic knowledge of California election laws, regulations, and procedures are strongly preferred. The ideal candidate will be able to "hit the ground running" due to previous or current (full-time) employment in an Elections Office, providing technical support to the election process. This position may provide indirect technical or functional supervision of employees in the Elections Specialist I/II classification.

### **Examples of Duties:**

Duties in each of the units may include, but are not limited to, the following:

#### ***Supervise the Vote Center Unit***

- Inspect and select Vote Center locations in compliance with Election Code and accessibility requirements.
- Prepare and conduct training classes for extra help and temporary workers.
- Coordinate the preparation, distribution, and delivery of Vote Center materials and voting equipment.
- Assist with re-precincting and re-districting projects and preparation of related maps.
- Direct the updating of precinct and district maps; monitor and coordinate the re-precincting process.

#### ***Supervise the Voter Registration Unit***

- Process affidavits and maintain the voter file in accordance with federal and state laws.
- Process voter data requests.
- Process petitions.
- Submit regular reports to the Secretary of State.

#### ***Supervise the Sample Ballot Unit***

- Prepare the Sample Ballot for general and special elections.
- Supervise the recruitment, selection, training, and evaluation of extra help and temporary workers.
- Coordinate mailing and labeling of voting materials including Sample Ballots and Voter Information Pamphlets.

### ***Supervise the Vote by Mail Unit***

- Provide and receive ballot request forms, verify voter signatures, input voter data, and operate specialized software applications.
- Conduct recounts to verify voting computer accuracy.
- Prepare statistical reports.
- Maintain voter files and databases.
- Operate ballot sorting, scanning, and adjudication equipment.

### ***Supervise the Candidate Filing Unit***

- Research state and federal election laws and regulations and prepare reports regarding their impact on County election procedures.
- Plan, coordinate, and assist districts and cities within the County in preparing agreements for election services; coordinate and oversee the provision of these election services with the district or city.
- Facilitate the candidate filing nomination process; receive and file nomination forms such as campaign statements, conflict of interest filings, filing fees, and ballot measure arguments.
- Ensure that requirement signatures are obtained to place the candidate or measure on the ballot.
- Prepare and circulate instructions related to all phases of the nomination and ballot process; provide advice and information to other agencies, candidates, the public, and others regarding the election process.
- Direct the updating of precinct and district maps; monitor and coordinate the re-precincting process.
- Prepare election timetables, voting schedules and workload calendars; prepare election notices and arrange for their publication.
- Prepare ballot copy, pamphlet copy, and precinct instructions; prepare quotation requests and estimate production costs.
- Ensure the accuracy of all ballot and informational materials; proofread materials for correctness and completeness.

### ***Operate Elections Division Computer Systems***

- Using specialized computer software, operate Elections Division systems to set up election parameters; create and generate ballots, election data material, and petitions; test for logic and accuracy; and process canvassing.
- Maintain divisional hardware, software, and databases.
- Coordinate vendor support, user training, and troubleshooting for computer systems.
- Maintain records, compute costs, and prepare reports and billing for services.
- Oversee and perform a variety of support duties such as organizing and maintaining work files, preparing correspondence, distributing election materials and voting computers, and operating standard office equipment, including a computer.
- Instruct and direct the work of support staff on a project or seasonal basis, as needed.
- Perform related duties as assigned.

Successful candidates will have any combination of education and experience that would likely provide the required knowledge, skills, and abilities to perform the duties of the job. A typical way to qualify is two years of experience providing technical support to the election process OR three years of journey-level legal or general office support experience.

Ideal candidates will have a bachelor's degree or higher in political science, business, public administration, policy, journalism, information technology, or another related field. Three years of election and/or legal experience OR five years of project/program management is desired.

**Final Filing Date: November 15, 2021**

To learn more about the position and to apply online, please visit our website at <https://www.governmentjobs.com/careers/sanmateo/jobs/3261835-0/elections-specialist-iii-open-and-promotional> or visit the County jobs portal page at <https://jobs.smcgov.org>.

Applications are only accepted online. Responses to the supplemental questions must be submitted in addition to our regular employment application form. A resume will not be accepted as a substitute for the required employment application and supplemental questionnaire. EOE