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 is 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 GIS Mapping Unit
- Lead the updating of precinct and district maps; monitor and coordinate the re-precincting and re-districting process.
- Train extra help workers on redistricting process.
- Maintain geospatial data by updating layers such as voting precincts.
- Update and maintain data such as precincts and addresses in the election management system.
- Ensure the accuracy of all precincts/maps; proofread data for correctness and completeness.
- Research issues with addresses and precinct assignments for voter registration.
- Analyze GIS and election data to help election logistics along with various on-going data integrity/QA projects.

Supervise the Voting Equipment Unit
- Function test and operate Voting Equipment in compliance with California Elections Code.
- Coordinate the deployment and recovery of Vote Centers between Elections units and vendors.
- Train warehouse and field technicians on warehouse safety, secure equipment setup and usage, etc.
- Coordinate technical support of voting equipment in the field.

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.
• 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.

NOTE: The current vacancy is an extra-help position. The current recruitment is for the GIS Mapping position. Experience working with GIS is preferred but not required.

Extra-help assignments are at-will and the employee is paid on an hourly basis. Some extra help positions are eligible for benefits under the Affordable Care Act. Extra-help workers are not guaranteed permanent status at the end of the extra-help assignment. However, the eligible list generated from this recruitment may be used to fill future extra-help, limited term, unclassified and regular classified vacancies.

QUALIFICATIONS
Education and Experience:
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. One year experience with GIS is preferred, but not required.

Ideal candidates will have a Bachelor's degree or higher in political science, business, public administration, policy, journalism, information technology or a related field.

Knowledge of:
• California Elections Code and precinct accessibility requirements as defined by the Secretary of State.
• Basic California election laws, regulations and procedures as they apply to the conduct of elections.
• Office administrative practices and procedures, including filing and the operation of standard office equipment.
• Basic business data processing principles and the use of a personal or on-line computer.
• Business arithmetic.
• Correct English usage, including spelling, grammar and punctuation.
• Recordkeeping principles and procedures.

Final Filing Date: February 10, 2022
To learn more about the position and to apply online, please visit our website at https://www.governmentjobs.com/careers/sanmateo/jobs/3395285-0/elections-specialist-iii-open-and-promotional or visit the County jobs portal page at https://jobs.smcgov.org. Applications are only accepted online. EOE