



DESCHUTES COUNTY HUMAN RESOURCES
invites applications for the position of:
Elections Supervisor

SALARY: \$5,570.56 - \$7,465.06 Monthly

OPENING DATE: 06/18/21

CLOSING DATE: 07/07/21 11:59 PM

SUMMARY:

Deschutes County is currently accepting applications for an Elections Supervisor for the Deschutes County Clerk's Office. This position works closely with the County Clerk and is responsible for coordinating program activities; serving as liaison with clients, external agencies, and County departments, including representing the County on various committees; assisting in program policy and procedure development; ensuring compliance with regulatory guidelines; and clerical staff supervision. Duties include supervising administrative activities; preparing and delivering performance evaluations; developing and monitoring individual performance standards; planning, prioritizing and assigning work including coordinating influx of temporary workers during elections; managing contracts and RFP process; participating in the preparation and administration of department budget; conducting research to identify emerging or new trends and services for elections; compiling and analyzing data for reporting and correspondence; overseeing and coordinating the elections process for primary, general, and special elections including voter registration, candidacy filings, ballot preparation, petition administration, jurisdictional mapping, publications, vote tallies, record maintenance, and assisting the public. Additional duties include coordinating bulk mailings with the USPS according to federal regulations and guidelines and working with the mailing house in data transfer for elections.

**This job posting is not meant to be an all-inclusive list of duties and responsibilities, but constitutes a general definition of the position's scope and functions.*

Notification to all candidates will be sent via **email only**. Please check your email for recruitment information, and your Governmentjobs.com account for application status.

Additional information regarding the position may be found by clicking [here](#).

COMPENSATION:

\$5,570.56 to \$7,465.06 per month for a 172.67 hour work month. Excellent County benefit package when eligible. This position is available immediately.

MINIMUM QUALIFICATIONS:

Associate's degree in Business or Public Administration; AND three (3) years of City Recorder/County Clerk experience in Oregon, including supervisory experience; OR an equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job.

Preference will be given for:

- Experience working in a government, state, county, or local election environment.

Must have knowledge of:

- Applicable federal, state, and local laws, rules and regulations.
- Record keeping principles and practices.
- Analytical and research methods.
- Management and supervision principles and practices.
- Budgeting and fiscal administration.
- Report preparation methods.
- Contract management.
- Strategic planning and program/project management.

Must have skill in:

- Conducting outreach activities.
- Organizing, prioritizing, and identifying potential enhancements or improvements in workflow processes.
- Motivating and supporting staff in providing excellent customer service.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships with employees, the public, and other organizations.
- Learning, using, and troubleshooting specialized elections office equipment such as; sorter, ballot scanner, and associated software.

NECESSARY SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Oregon driver's license within 30 days of hire date. The employment offer will be contingent upon presentation of an acceptable and verifiable driver's license, pre-employment screening for criminal history, driving history, and controlled substances (NOTE: Positive test results for marijuana use may result in rescission of a contingent offer of employment). This screening must be completed with satisfactory findings in order for a formal offer of employment to be extended.

Must have the ability to work a flexible schedule when necessary, to meet department needs. This may include long days, overtime, and weekends.

Physical Requirements. Must have the ability to work in an office that is environmentally controlled; possess sufficient hand coordination to perform keyboarding and data entry; arm/hand movements to retrieve work materials and operate a variety of general office equipment. The position is frequently required to sit, walk, stoop, bend, kneel, reach, stand, grasp, talk, hear, see, and lift up to 20 pounds.

Deschutes County is an Equal Opportunity Employer. Women, Minorities and the disabled are encouraged to apply.

Deschutes County does not discriminate on the basis of race, color, national origin, age, gender, sexual orientation, marital status, religion, political affiliation, physical or mental disability, or any other basis prohibited by State of Oregon, federal or local law.

Deschutes County provides reasonable accommodations for persons with disabilities. To request this information in an alternate format, please call (541) 330-4643 or send email to employment@deschutes.org.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.deschutes.org/jobs>

Position #2021-00116
 ELECTIONS SUPERVISOR
 DH

1300 NW Wall Street Suite 201
 Bend, OR 97703
 (541) 330-4643

employment@deschutes.org

Elections Supervisor Supplemental Questionnaire

- * 1. This position requires an Associate's degree in Business or Public Administration; AND three (3) years of City Recorder/County Clerk experience in Oregon, including supervisory experience; OR an equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job. Do you the requirements as listed above?
 - Yes
 - No
- * 2. Please describe how you meet the minimum requirements as listed above.
- * 3. During the election season and for projects, the work schedule for this position will require a variation from our regular office hours of 8:00 a.m. to 5:00 p.m. This includes working very long days, overtime, working before 8:00 a.m. or after 5:00 p.m., and working on weekends. Can you meet this requirement?
 - Yes
 - No
- * 4. Preference will be given for experience working in a government, state, county, or local election environment? Do you possess this experience?
 - Yes
 - No
- 5. If yes, please describe your experience.
- * 6. This position is expected to produce results with the highest level of accuracy. Do you have experience working in an environment where attention to detail and commitment to accuracy was required?
 - Yes
 - No
- 7. If yes, please describe your experience.
- * 8. Do you have experience working under tight deadlines while adhering to stringent rules and regulations?
 - Yes
 - No
- 9. If yes, please describe your experience.
- * 10. Do you possess supervisory experience?
 - Yes
 - No
- 11. If yes, please include your job title, name of employer, length of experience and number of individuals you had direct supervision over.
- * 12. Do you possess experience in researching, identifying, and implementing process improvements?
 - Yes
 - No
- 13. If yes, please describe your experience.

* 14. Do you possess experience with bulk mailings.

- Yes
- No

15. If yes, please describe your experience.

* 16. Do you possess experience working with a large database(s).

- Yes
- No

17. If yes, please describe your experience.

* 18. Do you possess experience managing multiple people, tasks, and deadlines?

- Yes
- No

19. If yes, please describe your experience.

* Required Question