



# ADA COUNTY HUMAN RESOURCES

## Job Description Elections Technical Specialist

<b>FLSA Status:</b>	Non-Exempt	<b>Class Code:</b>	ELCNTECSPC
<b>EEO Category:</b>	F	<b>Pay Band:</b>	16
<b>To Apply:</b>	<a href="http://www.governmentjobs.com/careers/adacounty">www.governmentjobs.com/careers/adacounty</a>	<b>Hiring Rate:</b>	\$18.00-\$18.75/hr

### GENERAL SUMMARY:

Provides technical support to ensure the smooth operation, maintenance and integration of Elections programs and systems as they relate to Elections activities. In cooperation with another Technical Specialist, this position serves as a primary point of contact for ballot creation, the county wide street and address database and election night tabulation. Additionally, this position will track and assist with ensuring operational goals and objectives are met through systematic review of election trends and internal office systems. This position is located in the Elections Division of the Clerk/Auditor/Recorder's Office.

### DISTINGUISHING FEATURES OF THE CLASS:

An Elections Technical Specialist uses independent analysis, initiative and judgment to accomplish tasks. The employee normally receives assignments in terms of overall purpose and scope of the work, with some specific instructions as to methods and techniques to be used. The incumbent is expected to complete most assignments independently. The work is generally narrow in scope and mostly routine in nature. The incumbent provides analysis and problem solving to troubleshoot more complex issues. The incumbent works under general supervision to carry out work assignments in accordance with instructions, policies, procedures, and Idaho Code.

### ESSENTIAL FUNCTIONS:

#### General

- Provides first line support to systems operated by Elections staff and voters;
- Performs basic problem diagnosis on computers, software, hardware, and peripherals;
- Support election equipment programming and preparation for Early Voting and Election Day;
- Work directly with equipment vendors and IT to address the needs of the office;
- Assist in the recruitment, organization and training of temporary election workers.

#### Ballot Creation and Tabulation

- Designs ballots using Elections-specific software;
- Ensure accuracy rotation and layout for all ballots;
- Performs logic and accuracy tests as required by Idaho Code;
- Ensure accuracy in the central ballot scanning operations;
- Assists in Election Day vote tabulation process.

#### Street and Address Administration

- Build and maintain a complete and accurate record of all street addresses within Ada County so that voters are allocated to the correct voting precinct;

- Verify new streets and residences from various sources and assign to the appropriate combination of precincts and districts;
- Assist with creation of precincts;
- Maintain districts and voter addresses on maps;
- Research residential land parcels;
- Utilize mapping and geographic systems, along with other county departments (e.g., Information Technology) to manage inaccuracies within the voter registration database.

### **Operational Analysis**

- Assists in development, testing, review and updating of Standard Operating Procedures;
- Provides tracking and record keeping for election-over-election and year-over-year operations;
- Prepares reports by collection, analyzing and summarizing data and information.

### **ADDITIONAL FUNCTIONS:**

- Performs related duties as required.

### **JOB REQUIREMENTS:**

- Bachelors' Degree in Information Technology and/or Information Systems or a related field required; may also satisfy this requirement through an equivalent combination of education or experience;
- Minimum of two (2) years related experience;
- Extreme attention to detail;
- Experience meeting critical deadlines in stressful environments;
- Thorough knowledge of computer software, operating systems and hardware;
- Knowledge of technical terminology used in the operation of computers, networking and internet platforms;
- Skill in trouble-shooting hardware, software and network connectivity problems;
- Ability to understand and carry out complex written and verbal instructions;
- Ability to maintain effective working relationships and to collaborate on team projects;
- Ability to work with and communicate effectively with users, vendors, and internal support clients in a tactful and respectful manner.

### **OTHER REQUIREMENTS:**

- Must possess and maintain a valid driver's license;
- Must pass a criminal background investigation;
- Incumbents may be required to provide their own transportation for travel between various county offices and departments;
- Working hours are generally from 8:00 a.m. to 5:00 p.m., Monday through Friday, but may vary with the needs of the County. During elections time (up to four times a year) will include some evening and/or weekend work. In the event of serious systems problems, additional hours may be required.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Local travel between various county offices and county voting sites;

- The incumbent will be required to move computer equipment from one location to another and may be required to lift up to 40 lbs.;
- Occasionally requires working in confined spaces and hard to reach areas.

**DISCLAIMER:**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

Adopted: 7/21 N. Hardy & A. Byrne