remote type:     Locations:
              Hybrid - 50% onsite              Golden

Apply By: 04/09/23
Division: Clerk and Recorder Division
Management Level: Individual Contributor
Scheduled Weekly Hours: 40

Benefit Eligibility: This position is eligible for Standard Benefits which includes dental, medical, and vision insurance, paid time off and holidays, retirement matching, wellness programs, and tuition reimbursement.

Description: Under the direction of an Elections Manager, the Elections Technician is responsible for the administration of multiple duties that support the operations of the Clerk and Recorder’s Elections Division. The position administers processes for elections programs that will include data entry for voter registrations, customer service (via phone, email, and in-person), and day-to-day office administration. During election periods, manages the day-to-day operations of our Mail Ballot processing center; this includes Signature Verification & Challenge Team processing, Military & Overseas voters ballot processing, Ballot Removal, Duplication processing and Health Care Facilities visits. Oversees and manages the work of temporary election workers performing activities in support of the election.

The Elections Technician role is a great opportunity for someone who:

- Takes pride in participation of our democracy
- Is committed to a fair and just political system
- Loves to engage their community to be active citizens

Responsibilities: Specifically, this position is responsible for:
• **Maintaining Voter Registration Data** - Maintain the voter registration data in the Statewide electronic voter registration database by timely processing data into the system, verifying documents and data entry for accuracy, providing excellent customer service when receiving public inquiries, performing clerical and administrative duties to support the operations of the office on a day-to-day basis, keeping an organized and clean work area, and developing and maintaining documents for daily audits and related duties as assigned. Providing customer service when receiving public inquiries concerning voting requirements and elections information.

• **Maintaining & Overseeing Assigned Election Program** - Maintain information by preparing reports, instructions and generating forms using word processing and spreadsheet programs (Word, Excel and Access). Prioritize workload and scheduling of assigned election area or program to successfully implement goals and expectations. Participate in Election planning and implementation of those plans. Use process development and improvement techniques/tools to enhance the effectiveness of the program. Acquire and maintain a highly technical working knowledge of relevant laws, Secretary of State Rules, regulations, policies, standards and/or procedures relating to the election process.

• **Lead & Supervise Assigned Election Area** - Specific election areas/programs will be assigned to individual staff members. This position will assume a lead role for an assigned election area during the election cycles. This will require strong organizational and planning skills. Good verbal communications and attention to detail. Also, the ability to multi-task, provide clear instructions, provide solutions, and develop a team environment. Trains and provides support to temporary staff and judges necessary for the completion of election specific assignments.

• **Management of Temporary Workers** - Depending on the role, need, and broader team support, you may be managing a few temporary workers, or over 100. Collaborate with other staff members within and across teams, and externally. Plans, organizes, and communicates the details related to activities, tasks, and communications. Provides clear instructions and solutions in support of a team environment creating and refining training materials/documents and conducting training (either one-on-one or in small to large groups). Coaching and mentoring temporary workers, reviewing and verifying timecards, and coordinating with recruitment lead. Training, providing work instructions and support to temporary staff and judges for the completion of election specific assignments. Creates and develops training materials and documents, provides individual and group training.

• **Data Entry** – Entering complex data into the system following strict guidelines and exact steps, to ensure accuracy and to avoid errors that are extremely impactful. Critical thinking and logic required. Testing system changes and implements statewide updates. Conducting system research to find duplicate records and identifying address issues.
• **Stakeholder Testing and Collaboration** - Working with SOS to test system changes and implement statewide updates. Working with various jurisdictions on election awareness events.

• **Oversee communication and paperwork with Election Judges** - Sending emails with paperwork attachments to our election judges before their start date. This also means collecting and archiving all paperwork received from our election judges, along with tracking missing documents. Online training certificates may also be required for certain election judges based on their position.

• **Ensures Integrity of all Election Processes** - Participating in the planning and implementation of elections processes. Using process development and improvement techniques and tools to enhance the effectiveness of the program. Shares information with team and the public. Improving and revising business processes as driven by legislative changes, State election rules, and other requirements from various rule-making bodies and stakeholder groups.

• **General Administrative & Office Operations** - Performing clerical and administrative duties to support the operations of the office on a day-to-day basis. Maintains an organized and clean work area. Develops and maintains documents for daily audits.

**Target Hiring Range: $21.50 - $26.79 USD Hourly**

Compensation will be determined based on education, experience, and skills.

**Schedule**: This position operates on our four-day work week (Monday-Thursday). This position is hybrid, with in-office work required two days per week, and remote work as needed. During election season, the schedule will adjust to ensure the needs of the business office are met. **Please note that this position may require work on evenings and weekends surrounding our elections.**

**Benefits**: Jefferson County offers a generous benefits package that supports your personal and professional life. Benefits include medical, dental and vision insurance, paid time off and holidays, retirement matching, wellness programs, tuition reimbursement, flexible schedules, remote work options and more. For more information, click [Here](#) for our Total Rewards summary.

**Qualifications:**
Research shows that women and other underrepresented and historically marginalized groups tend to apply only when they check every box in the posting. If you are reading this and hesitating to click
“apply” for that reason, we encourage you to go for it! A true passion and excitement for making an impact is just as important as work experience.

**Minimal Qualifications:**
- Experience: A minimum of two years of office experience
- Education: High School Diploma or GED
- Or an equivalent combination of education & experience.

**Preferred Qualifications:**
- Associate or bachelor’s degree
- Experience managing databases/tracking software
- MS Office Suite experience
- Adobe Pro experience
- Customer service skills
- Experience with Colorado voter registration database

**Preferred Knowledge, Skills and Abilities:**
- Excellent verbal and written communications, with the ability to articulate clearly and effectively to varying levels of customers
- Experience with Microsoft Office/Microsoft 365; expert skillset with excel spreadsheets and databases
- Strong time management and prioritization skills
- Strong organizational skills
- Be dependable and have regular, predictable attendance
- Self-directed in your work
- Ability to adapt quickly to situations and problem solve
- Ability to effectively and positively lead a team
- High level of integrity regarding confidentiality

**Additional Job Information:**
- Offer of employment contingent upon successful completion of criminal history, motor vehicle report, education verification, and/or references.
- Please note that supplemental questions requiring a written response will serve as a writing sample.

**How to Apply:**

Applications will be accepted electronically at [Jefferson County Colorado Career Opportunities](http://jefferson-county-colorado-career-opportunities).
Applicants complete an online form and have the option to provide a resume and detailed cover letter that describes why you are the best candidate for the position. Applications are reviewed for minimum qualifications listed in the qualifications section of the job bulletin, and applicants are contacted directly by the hiring team regarding next steps. To view the status of your application or direct communication from the hiring team, please log into your candidate portal.

For more details on the recruitment process, please visit https://www.jeffco.us/1860/FAQs

Questions:
- County Recruitment Team: 303-271-8400 or CareerTalent@Jeffco.us

Education:
GED, High School Diploma

Experience:
Work Experience: Minimum two years

Certifications:

Languages:

Category:
Administrative, Business Programs and Services