



## Elections Technician

Golden

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Full time

R-1873

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## About Us

Jefferson County Government, CO  
Close Date: 08/22/21



Full time-\$16.82-\$25.23

Jefferson County invites YOU to join our team and earn more than a paycheck!

Category:Administrative, Business Programs and Services

Voting Services

Living and working in Jefferson County offers the quintessential Colorado lifestyle sought after by many. Residents enjoy easy access to mountain activities such as hiking, skiing and rafting, while also being able to take advantage of the eclectic amenities offered by the greater metropolitan Denver area. It's a place where the great plains meet the Rocky Mountains with some of the most magnificent scenery in the country. We have rolling grasslands and craggy rock formations, natural foothills, rugged mountains and tumbling mountain streams. Jefferson

**Purpose**  
**Are you seeking more than a paycheck?**

Do you want to serve your community in a way that's friendly, composed, and professional? At JeffCo, we are looking for customer-focused individuals just like YOU who take pride in their work, have an eye for detail, and believe in a positive attitude. Whether you are coming from a job where travel is mandatory, or leaving a company with an overwhelming schedule, you can find a better quality of life working with the JeffCo community. We offer exciting benefits such as flex time, generous holiday schedules, and regular business hours so you can stay put, spend more time with family, and enjoy all the amenities Jefferson County has to offer!

If you are looking for a great opportunity for your career to take off, then this position welcomes you to work for a County that thrives on working



Jefferson County is inviting professionals with proven experience to apply for the position of Elections Technician.

This position provides the opportunity to join a team of public servants dedicated to defending the integrity of our elections and making the democratic process even more accessible to the people of Jefferson County.

The ideal candidate will be a values-driven professional with a desire to set the bar for great election administration. He or she must be innovative, voter-focused, relentlessly detail-oriented, and have the proven ability to move between diverse tasks with ease.

The anticipated hiring range for this position is \$17-\$20 an hour. The standard days and hours for this position are Monday – Thursday, 7:00 am – 5:30pm. A 5-day schedule is enacted during election events for a short period of time.

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The Jefferson County Clerk and Recorder's office is one of the most public facing offices in all of Colorado government, affecting almost every person in our large and diverse county.

Our team will fulfill these duties with a model, 21st-century Clerk and Recorder's office that delivers the best customer service in Colorado – consistently and compassionately.

We will do that by:

- Empowering staff: Empowering our staff to find the best possible ways to serve our constituents; developing cutting edge trainings; and giving staff time to collaborate, learn, and cross-train.
- Engaging constituents: Engaging our constituents directly to understand their needs in a rapidly growing and changing county; adapting to meet our constituents where they are; and consistently providing efficient, transparent, and compassionate customer service.
- Constantly improving: Fostering a culture of constant

the Rocky Mountains, Jefferson County is adjacent to the west side of the state capital, Denver. The total county population is 534,543 according to the 2010 census. A career with Jefferson County Government offers the best candidates career growth and a diverse workforce. More than a paycheck, your job enriches the lives of the citizens of Jefferson County. Jefferson County offers great benefits, plentiful holidays, and now is a major stop along RTD's new Light Rail West Line. Located at the heart of the foothills of Golden, city life, bike paths, hiking and adventure are just a step away. When you're ready to learn, grow, and make a contribution to your community, find your career with us.



make sure we are set up to maximize success.

- Leveraging technology: Harnessing technology to improve the experience of our constituents, making services simpler to use and available more often and in more places; using technology and data to give us the best information when making decisions and ensure that we are managing taxpayer dollars as efficiently as we would our own.

### ESSENTIAL DUTIES

**Maintain and Oversee Assigned Election Program/Area** - Election Technicians are assigned duties and/or leadership roles within one or more specific areas, which cover all aspects of election operations. These duties include:

- Maintaining information by preparing and generating reports, instructions, and forms using word processing and spreadsheet programs (Word, Excel, Google Docs, etc...);
- Prioritizing the workload and scheduling of the assigned election program/area to successfully implement goals and expectations;
- Using process development and improvement tools to enhance the effectiveness of the program/area;
- Providing medium and small-group training sessions for temporary workers and election judges;
- Acquiring and maintaining a highly technical working knowledge of relevant laws, Secretary of State Rules, regulations, policies, standards, and/or procedures relating to the election process.

**Assume Lead Worker Role** - This position will assume a lead role in managing temporary workers and election judges during election cycles, and will provide training and support to temporary workers and election judges within their assigned program/area. These duties include:

- Strong organizational, planning, and communication skills; and
- A high level of attention to detail.

**Maintain Voter Registration Data** – All Election Technicians are



- verifying documents and data entry for accuracy;
- Providing excellent customer service to the public either in-person, by phone, or via email;
- Performing clerical and administrative duties to support the operations of the office (help reception at front counter, office opening and closing duties, supply organization);
- Maintaining an organized and clean workspace; and
- Developing and maintaining spreadsheets for daily audits and related duties as assigned.

**Collaboration** – Collaborates with other jurisdictions to negotiate voting location sites, ballot boxes, and election awareness events. Negotiations include Inter-Governmental Agreements that specify cost and responsibilities.

**Minimum Qualifications:**

A High School Diploma or GED plus two years of relatable experience using the required skills listed below is required.

**Preferred Qualifications:**

A Bachelor's degree plus one year of relatable experience OR a High School Diploma plus three years of experience.

**Required Skills:**

MS Office, strong communications skills, organizational skills, multitasking, time management, self-starter, adaptability, attention to detail, data entry skills.

**Preferred Skills:**

Experience in elections, government, and/or training.

**Plus Skills:**

Elections specialist or coordinator experience.

\*Motor Vehicle and Criminal Background check required. Overtime is required during Election cycles.

**Successful candidate must obtain the Certified Colorado Election Official within 2 years of date of hire.**

**Please attach a resume with your application.**



below are the steps in our recruiting process:

- Once the job bulletin has closed, the Talent Acquisition Team evaluates all applications based on the minimum requirements listed in the qualifications section of the job bulletin.
- Next, the Talent Acquisition Team reviews applications for the preferred skills. While these skills are not a requirement for the position, they will contribute to the success of the new hire in this role. These skills are scored and the highest scoring applicants will be forwarded to the next step.
- The next step includes the hiring team reviewing applications and deciding who to contact for a phone screen/interview. The number of applications forwarded for Manager Review depends on the hiring teams request and can range from 10 applications to everyone who meets minimum requirements; not everyone who makes it to Manager Review is guaranteed an interview.
- If the hiring team wishes to speak with you further, they will reach out to you via phone call or email using the contact information listed on your application. You may receive emails asking you to complete a task within your candidate portal and it is important that you are receiving our emails as we do not want you to miss out on an opportunity.

The time frame for contacting applicants depends on the hiring team's schedule/workload and how many applications were referred for manager review. Please note that Jefferson County receives on average over 100 applications per job bulletin.

Thank you for your patience and for your interest in Jefferson County Government! We wish you success through this process. Do not forget to sign up for Job Interest Alerts through your candidate portal to receive email alerts for future positions you are interested in.

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