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:
The Clerk & Recorder’s Voting Services Team is looking for two new team members who have a passion for democracy and ensuring all who are eligible to vote can!

The Elections Technician is responsible for supporting the operations and functions of Jefferson County’s elections. As the front office representative, the Elections Technician acts as the first line of communication between the Elections Division and the public. The Elections Technician performs a variety of general office support and exceptional customer service by telephone, email, and in-person and works to process incoming and outgoing voter correspondence, account for deliveries, manage inventory, order supplies, and provide general clerical support. The Elections Technician also assists office visitors with questions about registering to vote, curing their ballot, and becoming a confidential voter. This position administers processes and procedures for election programs including data entry for voter registrations. During election periods, this role issues absentee ballots, follows election security and chain-of-custody protocols, and welcomes visitors, election watchers, and election workers. This position also 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

Ideal Candidate:
As part of the Clerk & Recorder Elections Division, the Elections Technician is mission driven, demonstrating poise, tact and diplomacy with each situation as they assist citizens with the voting process to ensure they have a voice. The ideal candidate models a positive outlook and has a firm understanding of the elections process.

The Elections Technician must be innovative, patient, and relentlessly detail oriented. The ideal candidate must also have the proven ability to move between diverse tasks with ease, and must thrive in a high-pressure, high-scrutiny, public-facing office.

Target Hiring Range: $21.50 - $26.79 USD Hourly
Compensation will be determined based on education, experience, and skills.

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.

Responsibilities:
Specifically, this position is responsible for:

- **Maintaining & Overseeing Elections Division Front Desk** – 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. Ordering supplies, maintaining an office inventory, documenting deliveries, and assigning appropriate accounting codes to individual expenditures. Maintaining information by preparing reports, instructions and generating forms using word processing, spreadsheet, and database programs (Word, Excel and Access). Prioritize workload and scheduling of assigned election area to successfully implement goals and expectations. Acquire and maintain a working knowledge of relevant laws, Secretary of State Rules, regulations, policies, standards and/or procedures relating to the election process.

- **Greeting and Providing Accurate Information to the Public** – Responding to public inquiries in person or by phone by providing accurate information regarding elections security and processes and referring complex questions to management where appropriate. Processing documents involving secure voter information, including certificates of voter registration, confidential voter applications, and voter registration forms. Working in bipartisan teams to
issue and securely handle absentee ballots, maintain security and chain of custody of voted ballots and election equipment, and process and record small financial transactions.

Welcoming various visitors to the office, including vendors, law enforcement, election workers, and election watchers. Delivering diplomatic service, even to difficult customers.

- **Management of Temporary Workers** – Managing 1-2 temporary workers and providing clear instructions and solutions in support of a team environment. Creating and continually updating written training materials to ensure consistent procedures are followed in the work area. Coaching and mentoring temporary workers and coordinating to ensure full-time coverage of the front desk area, phones, and fax communication.

- **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.

- **Maintaining Voter Registration Data** – Entering complex data into the statewide voter registration system by following strict guidelines for data entry, proofing entries, and avoiding errors that can be extremely impactful to voters. Thinking critically and logically to verify documents for accuracy and asking for help when appropriate. Working with the Secretary of State’s office to implement system changes and statewide updates. Conducting system research to find duplicate records and identify address issues. Using spreadsheets and mail merge applications to download information from the statewide voter database and send state-mandated letters to voters regarding their registration status. Using specialized equipment for folding, stuffing, and sealing voter registration mailings.

- **Ensures Integrity of all Election Processes** - Participating in the planning and implementation of elections processes, including maintaining a relentless focus on election security and integrity. Sharing 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.

**Schedule:** This position operates on our four-day work week (Monday-Thursday). This position requires in-office work four days per week. 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 Fridays, evenings, and weekends surrounding our elections.

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 background check, 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.

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:
High School Diploma

Experience:
Work Experience: Minimum two years

Certifications:

Languages:

Category:
Administrative, Business Programs and Services