PIMA COUNTY
invites applications for the position of:

1592 - Elections Technician - Senior

**SALARY:** $18.44 Hourly

**OPENING DATE:** 02/11/22

**CLOSING DATE:** 02/18/22 11:59 PM

**POSITION DESCRIPTION:**

This position is in the Elections Office.

Salary Grade: 38

Participates in the supervision and training of elections personnel and the administration of elections activity.

Please note: Successful candidates offered employment with Pima County, including current employees who have applied for new positions, are required to provide proof of COVID-19 vaccination prior to their scheduled start date. If you are unable to become fully vaccinated due to a medical disability or religious observance/practice, you must request an accommodation – accommodation forms are located online.

**DUTIES/RESPONSIBILITIES:**

(Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and participates in activities involved in inventory control, ordering, receipt, delivery, and storage of election equipment and supplies;
Researches election laws and regulations and prepares reports regarding impact on County election procedures;
Supervises the preparation of the ballot order;
Participates in preparing forms;
Receives and files nomination forms;
Assists in generating signature requirements necessary for the candidate or proposition to be placed on the ballot;
Supervises and coordinates requisite training of election office and warehouse personnel;
Coordinates the transportation and delivery of voting machines, supplies and equipment to polling places;
Makes minor adjustments to voting machines to ensure functionality and operability prior to use by the public;
Demonstrates voting machine operation and explains voting procedures to the public and elections workers;
Participates in updating precinct and district maps;
Assists State and local agencies in administering election activities;
Participates in coordinating elections activities with other government agencies or departments;
Assists in the training of subordinate and volunteer staff.

**KNOWLEDGE & SKILLS:**

https://agency.governmentjobs.com/pima/default.cfm?action=jobbulletin&JobID=3418425
Knowledge of:
- precinct boundaries of County, municipal and other agencies;
- basic operating principles of voting equipment and procedures for operation;
- principles and practices of inventory control;
- pertinent laws and regulations;
- elections procedures;
- principles and practices of supervision;
- office procedures and practices.

Skill in:
- organizing and coordinating election procedures;
- effective inventory control and management;
- making minor adjustments and operator-level maintenance of voting equipment;
- preparing precinct boundaries;
- communicating effectively, both orally and in writing;
- maintaining records and preparing reports;
- supervising and coordinating the work of others.

**MINIMUM QUALIFICATIONS:**

Three years of experience in election functions and voting machine preparation and distribution or an equivalent combination of training and experience as defined by the Appointing Authority.

*Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see resume" on your application.*

*Preferred Qualifications: (Be specific in describing your experience in your application. Ensure the descriptions provided illustrate your competencies, specifically addressing the required and preferred qualifications.):*

1. Experience with campaign finance software.

**Selection Procedure:**
Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum/desired qualifications. All applications will be assessed based on an evaluation of the listed education and experience. Candidates meeting the minimum/desired qualifications may be further evaluated/scored against any advertised Preferred Qualifications. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.

**SUPPLEMENTAL INFORMATION:**

*Licenses and Certificates: Valid driver license is required at time of application.*

Valid AZ driver license is required at time of appointment. The successful applicant will be subject to a 39-month DOT Motor Vehicle Record review to determine applicant’s suitability to operate county vehicles in accordance with Pima County administrative procedures. Failure to obtain and maintain the required licenses and certifications shall be grounds for termination. Any
offer of employment resulting from this recruitment is contingent upon Fleet Services’ review and approval of the candidate’s driving record.

**Special Notice Items:** The County requires pre-employment background checks. Successful candidates will receive a post-offer, pre-employment background screening to include verification of work history, education and criminal conviction history. A prior criminal conviction will not automatically disqualify a candidate from employment with the County.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position. Successful candidates offered employment with Pima County, including current employees who have applied for new positions, are required to provide proof of COVID-19 vaccination prior to their scheduled start date. If you are unable to become fully vaccinated due to a medical disability or religious observance/practice, you must request an accommodation – accommodation forms are located online.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://www.pima.gov/hr

150 W. Congress - 4th Floor  
Tucson, AZ 85701  
520-724-8028  
hr.recruitment@pima.gov