PIMA COUNTY
invites applications for the position of:

1593 - Elections Unit Supervisor
(Front Office)

SALARY: $21.57 Hourly
OPENING DATE: 02/11/22
CLOSING DATE: 02/18/22 11:59 PM

POSITION DESCRIPTION:

This position is in the Pima County Elections Department.

Salary Grade: 45

Supervises the operations and personnel assigned to one or more specific units of the Elections Department.

Special Notice Item: Must be able to work mandatory overtime, holidays, weekends and evenings whenever necessary.

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.)

Supervise and coordinate the recruitment and selection of temporary workers to work in the Elections Department as needed in support of local, state and federal elections;
Plan, organize, assign, supervise, review and evaluate the work of permanent and temporary elections staff involved in one or more major Election Department units;
Train and supervise permanent and temporary Elections Department staff in work processes, responsibilities and applicable election laws and regulations;
Research and remain knowledgeable of applicable election laws and regulations relative to area of responsibility and prepare reports regarding impact on unit, department and county election procedures;
Develop, recommend and implement improved operational procedures and work processes within area of responsibility;
Supervise and participate in activities involved in inventory control, ordering, receipt, delivery and storage of election equipment and supplies;
Supervise and coordinate the transportation and delivery of voting machines, supplies and equipment to polling places;
Supervise and participate in the preparation of ballot orders and other forms;
Develop and implement training materials for election board staff;
Coordinate activities with local jurisdictions for their regular and special elections;
Maintain appropriate security and confidentiality of information created or encountered in the
performance of assigned duties;
Maintain appropriate records regarding poll worker activities and assist as needed in preparation
of reports;
Supervise the receipt and proper accounting of early ballots.

KNOWLEDGE & SKILLS:

Knowledge of:
- precinct boundaries of county, municipal and other agencies;
- principles and practices of inventory control;
- laws and regulations pertinent to elections;
- elections procedures;
- principles and practices of supervision;
- technical requirements and processes relative to area of responsibility;
- office procedures and practices.

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

MINIMUM QUALIFICATIONS:

(1) Five years of experience performing election functions and at least one year of
supervisory experience.

(Supervisory experience may be concurrent with prior experience performing election
functions.)

OR:

(2) One year as an Elections Technician Senior with Pima County.

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.

Required Qualifications:
- Must be a registered voter with current registration in Pima County.

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 Risk Management's 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

1593 - Elections Unit Supervisor (Front Office) Supplemental Questionnaire

* 1. To register to vote in Arizona, you must meet the following qualifications (A.R.S. 16-101): Be a United States citizen; Be a resident of Arizona and the county listed on your registration; Be 18 years of age or older on or before the day of the next regular General Election. You cannot register to vote in Arizona if you have been convicted of a felony and have not yet had your civil rights restored* or you have been adjudicated incapacitated. *Note: For a first-time felony conviction, civil rights are automatically restored upon completion of a person's sentence and payment of any fines and restitution. Based on the criteria/requirements above, are you currently a registered voter in Arizona.

- YES
- NO

* Required Question