



ARAPAHOE COUNTY

ARAPAHOE COUNTY
 Department of Human Resources
 5334 S. Prince Street
 Littleton, CO 80120

<http://agency.governmentjobs.com/arapahoe/default.cfm>

Invites Applications for the Position of:

REGISTRATION SPECIALIST/SENIOR REGISTRATION SPECIALIST

An Equal Opportunity Employer

SALARY

\$16.84 - \$30.57 Hourly \$1,347.20 - \$2,445.60 Biweekly

DEADLINE

12/03/21

DESCRIPTION

The Elections Division of the Arapahoe County Clerk and Recorder's Office has multiple openings for Registration Specialists or Senior Registration Specialists depending on qualifications and experience.

The Registration Specialist is an entry level position responsible for supporting the daily operations of the Voter Services Team in the Arapahoe County Clerk and Recorder's Office. This position is responsible for providing excellent customer service while assisting with voter registration processing and upkeep of database integrity. The Registration Specialist must be able to complete assignments of basic scope or complexity with limited assistance.

The Senior Registration Specialist is an experienced position responsible for supporting the daily operations of the Voter Services Team in the Arapahoe County Clerk and Recorder's Office. This position is responsible for providing excellent customer service while assisting with voter registration and upkeep of database integrity. The Senior Registration Specialist must be able to complete assignments of any scope or complexity with minimal to no assistance. This position also must be able to perform specialized tasks and projects to promote best practices and efficiencies.

Registration Specialist salary range: \$16.84 - \$25.26/hour

Senior Registration Specialist salary range: \$20.38 - \$30.57/hour

****This position is eligible for remote/hybrid work as defined by department guidelines.**

DUTIES

The following duty statements are illustrative of the functions of the job; however, some other duties may be required. The County reserves the right to modify or change the duties or functions of the job at any time.

- Assist election customers at the counter, by telephone and by email by providing specific, complete and accurate information.
- Records, scans and processes documents into Colorado's SCORE voter registration database.

- Works with voters in a professional and tactful manner to resolve complaints or concerns.
- Provides clerical and administrative support for the Section as needed.
- Receives, opens, and routes incoming mail.
- Keeps up to date on state, federal and local statutes, policies and guidelines.
- Assists with long and short-term projects, as assigned by the Voter Services Manager, such as Registration Reports, Registration Cancellations, National Change of Address, Petitions, High School Registrar outreach, Arapahoe confined voter outreach, voter hotline phone banks, and Election Letters.
- Performs other duties as assigned.

Senior Registration Specialist:

All duties listed above, and:

- Assists with training temporary workers and answering questions from team members regarding SCORE and office processes and procedures and state/federal election requirements.

REQUIREMENTS

Skills, Abilities and Competencies:

- Basic knowledge of Colorado's laws and requirements related to voter registration, as well as knowledge of Colorado's SCORE voter registration database
- Strong computer skills and advanced knowledge of Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).
- Ability to attain certification by the Secretary of State as a Colorado Election Official.
- Demonstrated record of success as a customer service representative in a local government agency or similar organization.
- Demonstrated ability to plan, monitor and complete projects in a timely manner.
- Flexible, punctual, reliable and willing to work paid overtime if necessary.
- Effective verbal and written communication skills.
- Ability to engage with voters and coworkers in a professional, articulate and friendly manner.
- Ability to establish and maintain effective working relationships with fellow employees, the public, supervisors and other County officials.
- Ability to exercise tact and discretion in handling confidential information.
- Ability to apply critical thinking to analyze and evaluate data, policies and procedures.

Senior Registration Specialist:

All requirements listed above, and:

- Working knowledge of Colorado's laws and requirements related to voter registration, as well as knowledge of Colorado's SCORE voter registration database.
- Certification by the Secretary of State as a Colorado Election Official.

Behavioral Competencies:

Service First
 Excellent Quality
 Responsive Government
 Visionary Thinking
 Innovation
 Caring Leadership
 Effective Communication
 Fiscal Responsibility
 Integrity
 Respect for Others
 Safety
 Teamwork

Education and Experience:

- High school diploma or equivalent

Senior Registration Specialist:

- High school diploma or equivalent
- At least 2 years of relevant experience in a County Clerk's office involving voter registration
- Any equivalent combination of education and work experience that satisfy the requirements of the job will be considered.

Preferred education and experience:

- Experience working within a County Clerk's Office involving voter registration

Preferred education and experience - Senior Registration Specialist:

- Bachelor's degree in political science, public/business administration, organizational development, or a related field is preferred

Pre-Employment Additional Requirements:

- Must successfully pass pre-employment testing which includes an acceptable motor vehicle record (MVR) and background check.

SUPPLEMENTAL INFORMATION

Work Environment:

- Work is generally confined to a standard office environment

Physical Demands:

- Spends 80% of the time sitting and 20% of the time either standing or walking.
- Occasionally lifts, carries, pulls or pushes up to 20 lbs.
- Occasionally uses cart, dolly, or other equipment to carry in excess of 20 lbs.
- Occasionally climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling constant interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings and personal interactions.
- Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
- Visual capacity enabling constant use of computer or other work-related equipment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/arapahoe/default.cfm>

EXAM #04570
 REGISTRATION SPECIALIST/SENIOR REGISTRATION
 SPECIALIST
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COMPUTER ACCESS IS AVAILABLE AT:
 5334 S. Prince Street,
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Registration Specialist/Senior Registration Specialist Supplemental Questionnaire

- * 1. Please choose the response that best describes your educational background.
- High School Graduate or GED
 - Associate's Degree
 - Bachelor's Degree
 - Bachelor's Degree in political science, public administration, business administration, or a related field
 - Master's Degree
 - Master's Degree in political science, public administration, business administration, or a related field
- * 2. Please choose the best response that lists your clerical experience.

- No experience
 - Less than 1 year of experience
 - 1 year to less than 2 years of experience
 - 2 years to less than 3 years of experience
 - 3 years to less than 4 years of experience
 - 4 years to less than 5 years of experience
 - 5 or more years of experience
- * 3. Do you have previous experience working in a Clerk and Recorder's office?
- Yes
 - No
- * 4. Please describe any experience you have working in elections, voter registration, voter outreach or similar activities.
- * 5. Are you bilingual?
- Yes
 - No
6. If yes, please state which additional language(s) you speak and describe any significant fluency skills (reading, speaking, writing) in a language other than English.
- * 7. Do you have a current, valid driver's license?
- Yes
 - No
- * 8. How many moving traffic violations have you been cited for in the past two years?
- Less than 3 violations
 - 3 or 4 violations
 - 5 or more violations
- * 9. Have you received eight or more points within the past twelve months or twelve or more points within the past twenty-four months against your driving record?
- Yes
 - No
- * 10. In the past three years, have you had your driver's license revoked or suspended (for driving related offenses)?
- Yes
 - No
- * 11. If hired, are you able to furnish proof you are currently eligible to work in the U.S. without sponsorship?
- Yes
 - No
- * Required Question