



PIERCE COUNTY
invites applications for the position of:

Voter Information Coordinator (Elections Specialist)

SALARY:	\$31.42 - \$39.73 Hourly
OPENING DATE:	01/05/21
CLOSING DATE:	Continuous
DESCRIPTION:	

Why This is a Great Opportunity:

This individual will play an integral part in carrying out and conducting elections in Pierce County and in the day to day operations. This position supports the foundational aspect of our democratic process while providing services and outreach to our customers.

Why It's a Great Department:

The Auditor's Office has an excellent reputation for being a supportive employer with open communication, collaboration, and the potential for promotional opportunities. We offer a competitive salary and benefits plan as well as the opportunity to be a part of a collaborative team. Our office is also at the forefront of innovation and process improvement.

About the Division:

The Auditor's Elections Division maintains voter registration rolls, conducts federal, state and local elections, verifies petition signatures, publishes a local Voters' Pamphlet, and maintains precinct lines after redistricting. Pierce County has over 560,000 registered voters and serves 114 jurisdictions and files candidates for over 500 elected offices.

The work of Pierce County Elections is consistently 24/7 - action-packed and exciting. Whether it is Election Day or another day of the year, effort is being made to continuously improve the voter experience and the technology of elections. We're a workplace family that cares more than just about the daily grind. We are proud of the work we do; it's award-winning and well-respected throughout Washington State.

How to be Successful in the Role:

Take ownership of voter outreach for Pierce County and improve/maintain voter engagement. Successfully produce county-wide local voters' pamphlet for all elections.

Your Future in this Role:

This position is a perfect foundation for future leadership positions within the Auditor's Office and Pierce County.

As a condition of employment, the applicant will need to authorize and complete a background check. Information received from the background check is reviewed case-by-case and will not necessarily remove an applicant from consideration.

Core Daily Responsibilities:

- Design and produce all publications, reports, manuals, flyers, legal advertisements, related election materials including Voter Pamphlets, and all jobs using a variety of desktop publishing software.
- Perform quality control work including proofreading, grammar, and spelling.
- Create and manage the voter pamphlet including submission of statements from candidates and committees.
- Active role in candidate filing and resolution submission. This work includes communicating with candidates and jurisdictions.
- Create ballot inserts for each election.
- Coordinate the language translation program of the voter pamphlet, ballot materials, and voter outreach materials. Work in conjunction with office media specialist to update and maintain social media accounts.
- Update website with relevant election information.

Core Strategic Responsibilities:

- Produce an accurate Voters' Pamphlet for each election.
- Voter outreach to live and virtual audiences, upon request attend community events to educate prospective voters, supports school districts, colleges and universities with election related events and programs (Temperance and Good Citizenship Day, Future Voter, Rock the Vote and Student Engagement Hubs).

MINIMUM REQUIREMENTS TO APPLY:

- Four years of general clerical experience required.
- Two years Elections related experience preferred.

- Graphic Design experience preferred.
- Experience working in a lead or supervisory role and Certification as an Elections Administrator under (WAC) and (RCW) regulations are preferred.
- Additional education or related experience may be substituted equally for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

- A valid Washington State driver's license may be required when travel is required of the position.
- Special Note: Employees in this class may be limited as to vacation during the primary and general election season and will be required to work extended hours, on-call, or alternate hours during an election cycle.

To be considered for this opportunity please:

- **Required:** Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: www.piercecountywa.org/jobs.
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation in the application, testing process or need this job announcement in an alternative format may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and final interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

At Pierce County, diversity, equity, and inclusion means commitment, not a single step. We strive to foster an inclusive environment that supports equitable access to opportunities throughout your career. We want to recruit, develop, and maintain a talented workforce from various backgrounds, cultures, lifestyles, and perspectives, committed to our vision. Employees of the County have local, direct, and visible impact in our diverse community. Will you join us in keeping Pierce County a great place to live, work, and raise a family?

POSITION SUMMARY:

QUALIFICATIONS:

SUPPLEMENTAL INFORMATION:

Pierce County Human Resources
4301 S Pine St, Suite 200
Tacoma, WA 98409
(253) 798-7480
For Sheriff's Department positions: 253-798-6250

pchumanresources@co.pierce.wa.us

Voter Information Coordinator (Elections Specialist) Supplemental Questionnaire

- * 1. Please describe your highest level of education.
 - Less than High School Diploma or GED
 - High School Diploma or GED
 - HS Diploma/GED + Some college or vocational school
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
- * 2. How many years of general office/clerical experience do you have?
 - None
 - Some to less than 2 year
 - 2 year to less than 4 years
 - 4 years to less than 6 years
 - 6 years to less than 10 years
 - More than 10 years
- * 3. How many years of elections experience do you have?
 - None
 - Some to less than 2 years
 - 2 years to less than 4 years
 - 4 years to less than 6 years
 - 6 years to less than 10 years
 - More than 10 years
- * 4. How many years of experience do you have in Graphic Design?
 - None
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 5 years
 - 5 or more years
- * 5. Please describe your experience producing printed materials (with circulation over 300,000 pieces) where an error could result in public scrutiny or possible reprinting and mailing of material. How do you ensure accuracy in your work? If you do not have Elections experience, type "N/A".
- * 6. Please list your experience maintaining websites. Describe your experience updating and maintaining social media accounts.
- * 7. Please check all systems you use regularly and are an intermediate to advance user
 - Microsoft Word

- Microsoft Excel
- Microsoft Powerpoint
- InDesign
- Web CMS builders
- Illustrator
- Photoshop
- Lightroom
- VoteWA
- None of the above

- * 8. Are you an intermediate level (or higher) user of Adobe InDesign or related software? Attach two .pdf examples.
 - Yes
 - No
- * 9. Did you attach your two .pdf examples?
 - Yes
 - No
- * 10. Are you certified as a Washington State Elections Administrator?
 - Yes
 - No
- * 11. Tell us about your experience working in elections, graphic design, or outreach. If you have none, type "N/A".
- * 12. Please list a few of your public speaking events, to include a description of your audience, your topic, and platform used (i.e. PowerPoint, web meetings, Teams, etc).
- * 13. Employees in this position may be limited as to vacation time off during the primary and general election season, may be placed "on-call", and will be required to work a flexible schedule, which may include evenings, weekends, holidays, and overtime. Are you willing and able to work as within these parameters?
 - Yes
 - No
- * 14. How did you hear about this opportunity?
 - Pierce County Website
 - governmentjobs.com
 - Indeed
 - LinkedIn
 - Glassdoor
 - Other Website
 - Job Fair
 - Pierce County Employee
 - Other
- 15. If you chose Other, Pierce County Employee, or Other Website, please provide details (name, site, etc).

* Required Question