MARICOPA COUNTY invites applications for the position of:

Voter Registration Compliance Officer

An Equal Opportunity Employer

OPENING DATE: 09/08/22
CLOSING DATE: 09/14/22 11:59 PM
DEPARTMENT: Recorder
JOB TYPE: Unclassified/Full-Time
LOCATION: Phoenix, Arizona
SALARY: $55,016.00 - $73,902.40 Annually

POSITION OVERVIEW:

About the Position
As the Voter Registration Compliance Officer, you will be responsible to proactively audit the division's policies, procedures, and practices for compliance with federal, state, and local laws. In addition, you will be charged with the creation and upkeep of division policies/procedures. This position will help develop training materials, educate staff on new legislative changes, and take lead roles in researching reports or inquiries related to potential violations of laws/policies.

About the Maricopa County Recorder’s Office
The Maricopa County Recorder’s Office is responsible for recording all documents required by law to be made public records. We are the leaders in using the latest technology to serve our community better. We continue to be at the forefront of e-government, with over 156,000,000 images available to be viewed by visiting our offices or on the Internet. Since 1999, we have accepted documents electronically, and currently, over 93% of all documents are submitted in this format. The Recorder’s Office is also responsible for voter registration and the maintenance of the voter rolls. Maricopa County has over 2.5 million active registered voters. It is our mission to maintain the integrity of the voter rolls in accordance with federal and state law while serving the needs of new and existing registered voters.

POSITION QUALIFICATIONS:

We recognize that your time is valuable, so please apply if you meet the following required qualifications.
Education
- Bachelor’s Degree in Public, Business Administration or relevant field

Experience
- Two years of professional analytical experience
- Two years of professional policy development

OR
- A combination of education and experience may be considered in substitution for the minimum qualifications.

Other Requirements
- Must complete the next available Secretary of State Elections Officer Certification course
- Must be eligible to register to vote in Arizona

Our Preferred Candidate has
- Experience working in the Recorder’s Office/Elections Department
- Experience reading, interpreting, and drafting policies/procedures
- Experience with training and public speaking

ESSENTIAL JOB TASKS:
The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.
- Conducts professional-level research, analysis, and development of new legislation and policies/procedures for the division
- Creates professional reports and training materials based on research and presents to the administrative team
- Utilizes research to develop and implement strategies to improve processes and procedures to maintain compliance with federal, state, and local laws
- Oversees projects to a successful conclusion and communicates progress along with the way to administrative leaders
- Assists management with developing and implementing compliance projects and evaluating results
- Provides support in administering the development and maintenance of division policies/procedures
- Completes special projects and confidential/investigative studies as directed
- Serves as the Department liaison with other organizations and represents the division in meetings as needed
- Performs other duties as assigned including assisting with overflow registration and petition verification work

Working Conditions
The job requires attention to detail and thoroughness in completing work tasks; reliability, responsibility, and dependability in fulfilling obligations; consistency in meeting deadlines; ability to self-prioritize work and handle project support problems in a timely manner; and ability to maintain a courteous and professional demeanor. Extensive mandatory overtime during peak election cycles.

SELECTION PROCEDURE:
The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.
* 1. Maricopa County is an application-based organization. Your application must be filled out, including your job duties for each position you list. This information is used to qualify you for the position. Your resume is not a substitute for the information requested in the online application and will not be used for qualifying or determining pay rates.

  - By checking this box, I confirm that I have reviewed and included all my work history to be considered an applicant for this position. I understand that my resume will not be used to qualify for the position for which I am applying.

* 2. Please identify your highest level of education completed. To ensure we have all the information we need to qualify you as a candidate for the position, you must list all your education in the appropriate section of the application.

  - Doctorate
  - Master's degree
  - Bachelor's degree
  - Associate's degree
  - Technical school certification
  - Some college - no degree or certification
  - High school diploma or GED
  - Less than a high school diploma or GED

* 3. If you have an associate's degree or higher, please indicate your field of study.

* 4. Please identify your years of Two years of professional analytical experience.

  - 6 or more years
  - 5 or more years but less than 6 years
  - 4 or more years but less than 5 years
  - 3 or more years but less than 4 years
  - 2 or more years but less than 3 years
  - 1 or more years but less than 2 years
  - Less than 1 year
  - No experience

* 5. Please identify your years of experience reading, interpreting, and drafting policies/procedures.

  - 6 or more years
  - 5 or more years but less than 6 years
  - 4 or more years but less than 5 years
  - 3 or more years but less than 4 years
  - 2 or more years but less than 3 years
  - 1 or more years but less than 2 years
  - Less than 1 year
  - No experience

* 6. Please identify your years of working in the Recorder's Office/Elections Department.

  - 6 or more years
  - 5 or more years but less than 6 years
  - 4 or more years but less than 5 years
  - 3 or more years but less than 4 years
  - 2 or more years but less than 3 years
  - 1 or more years but less than 2 years
  - Less than 1 year
  - No experience

* 7. Please identify your years with training and public speaking.
☐ 6 or more years
☐ 5 or more years but less than 6 years
☐ 4 or more years but less than 5 years
☐ 3 or more years but less than 4 years
☐ 2 or more years but less than 3 years
☐ 1 or more years but less than 2 years
☐ Less than 1 year
☐ No experience

* Required Question