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# City and County of Denver Careers

## Voter Services Manager – Clerk And Recorder

📍 Downtown Denver

🕒 Posted 2 Days Ago

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📄 Full time

Apply

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📄 R0034002

### About Our Job

*Please apply to this position as soon as possible. This application will close without further notice.*

Do you have a passion for democracy and working in elections administration? If so, we want to hear from you! The City and County of Denver has an exciting opportunity for a Voter Services Manager to serve in the Office of the Clerk & Recorder Paul D. López. Join our team of dedicated public servants in supporting residents while upholding public trust and integrity in our elections process.

The Denver Office of the Clerk and Recorder serves Denver residents through two divisions: Elections and Clerk and Recorder.

By making more than 11 million records available online and providing electronic recording, the Office of the Clerk and Recorder allows people to do business more efficiently 24 hours a day. It is responsible for managing technology to collect, preserve and disseminate records that reflect and verify ownership, transfer, encumbrance, and foreclosure rights of all real property in the City and County of Denver. It issues and records marriage and domestic partnership licenses; administers records for elections and lobbyist information, has executive authorization to formally execute all contractual agreements with the City, and has executive and legislative authorization to formally implement and publish all policies, ordinances and appointments in the City and County of Denver.

The Elections Division of the Office of the Clerk and Recorder provides comprehensive elections services for the City and County of Denver, including voter records, voter services, election operations, technical and logistical support, and election administration. The Elections Division is responsible for conducting fair, accurate, accessible, secure, transparent, and efficient elections. Denver is also an innovative leader and national award winner in the field of elections.

This position will lead the Voter Services team within Elections Division.

The Voter Services Manager also:

- Manages 4 FTEs that provide customer service and data entry.
- Serves as the County Administrator for SCORE (Statewide Colorado Registration and Election database).
- Oversees the election judge trainers, edits and approves training for: Supervisor Judges, Registration Judges and Support Judges.
- and succession planning.
- Provides recommendations for staffing needed to perform voter registration functions and answer the phone and emails during various

### About Us



Denver is the nation's top place to live, work, and play, and we need the best people working for the residents of Denver. People who want to make a difference; people who want to give back; people who want to be at the heart of this city and have a hand in creating our future.

Equity, diversity and inclusion are cornerstones of our values at the City and County of Denver. We celebrate uniqueness and strive to be a world-class city where everyone matters. Join us! Be a part of the city that you love. **#WhereDenverWorks**

For more information about our hiring process including ADA resources, assessments and testing, pre-employment, and onboarding, click [here](#). For information about employee benefits, click [here](#).

### Similar Jobs

[Manager of Communications and Engagement – Office of Climate Action, Sustainability and Resiliency \(CASR\) | Downtown Denver](#)

[Manager of Finance and Administration – Office of Climate Action, Sustainability and Resiliency \(CASR\) | Downtown Denver](#)

istration functions and answer the phones and emails during various phases of the election cycle.

- Acts as a subject matter expert in elections by continuously reviewing Colorado election laws to accurately inform and instruct the general public and internal staff.
- Prepares, processes and/or provides written reports and other documents as necessary or requested, in accordance with legal precedents or other specialized/technical procedures.
- Implements policies, programs, operating procedures for the voter services department.
- Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.
- Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.
- Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development,
- Performs other duties as assigned or requested.

## About You

Our ideal candidate will have/Is:

- At least one year of experience working with elections
- Experience using SCORE (Statewide Voter Registration Database)
- Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
- Excellent at Multi-tasking with immovable timelines and under substantive stress
- Effective time management skills
- Ability to work both independently and as part of a collaborative team
- Strong written and oral communication skills, an individual who can look at the whole picture and provide solutions

*We realize your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:*

- Education requirement: Bachelor's Degree in Business Administration or a related field based on a specific position(s).
- Experience Requirement: Three (3) years of supervisory experience.
- Positions with no subordinate supervisors require three (3) years of professional level experience rather than the three (3) years of supervisory experience.
- Education/Experience Equivalency: Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

***Note - In addition to your resume, your application must include a Cover Letter describing what makes you the ideal candidate for this position***

## About Everything Else

### Job Profile

CA2750 Manager

To view the full job profile including position specifications, physical demands, and probationary period, click [here](#).

### Position Type

Unlimited

### Position Salary Range

\$81,572.00 - \$130,515.00

**Starting Pay**

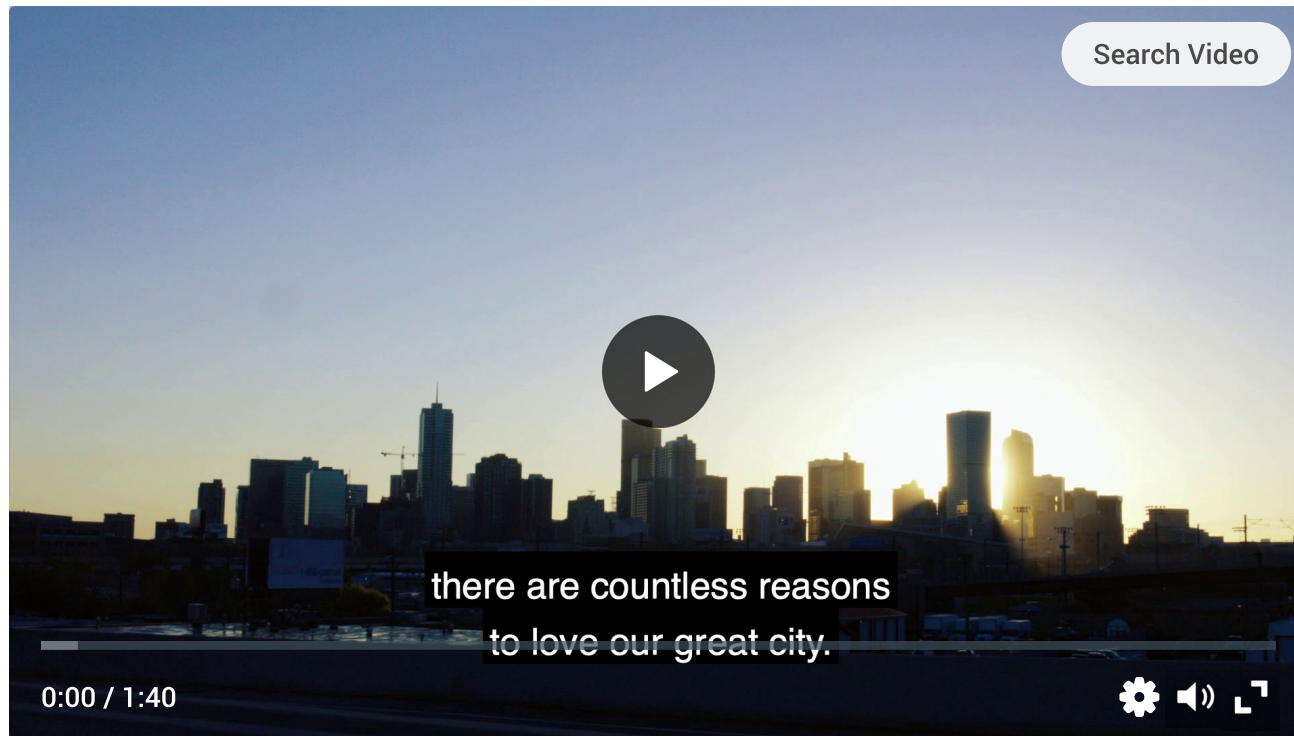
Based on Education and Experience

**Agency**

Clerk & Recorder's Office

*The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.*

For information about right to work, click [here](#) for English or [here](#) for Spanish.



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