



**CITY OF MINNEAPOLIS**  
invites applications for the position of:

## **(ACA Seasonal) Elections Support Specialist I - Absentee Voting**

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<b>SALARY:</b>	\$17.19 - \$18.46 Hourly
<b>JOB TYPE:</b>	Full-time
<b>DEPARTMENT:</b>	CITY CLERK
<b>LOCATION:</b>	City Hall, 350 South 5th Street, Minneapolis
<b>VACANCIES:</b>	101
<b>CLOSING DATE:</b>	Continuous
<b>POSTING TYPE:</b>	Open to the public

### **POSITION DESCRIPTION:**

Assist with various Election activities: customer service, assist voters, process absentee ballots, answer phones, provide election information to the public, prepare election materials, and general clerical duties as needed.

Elections will be hiring Seasonal Election Support Specialists through September. These are temporary ACA Seasonal (not benefit-eligible) full-time positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Answer questions regarding election services
- Assist voters with in-person absentee voting.
- Process absentee ballot requests, completed absentee ballots, and prepare absentee ballots for tabulation.
- Screen phone calls, answer and respond to general inquiries or route calls to appropriate personnel, and monitor reception area.
- Provide election-related information to voters on request, by telephone, e-mail, written correspondence and in-person.
- Assist in processing mail.
- Prepare election materials for distribution.
- Perform a wide range of clerical duties related to election operations.

### **REQUIRED QUALIFICATIONS:**

#### **Education:**

High School Diploma  
Must meet Minnesota State Election Judge qualifications;  
Eligible to vote in MN;

- Must be at least 18 years of age;
- Able to read, write, and speak English;
- Cannot be a candidate, or the spouse, parent, stepparent, child, stepchild, sibling or stepsibling of a candidate on the ballot;

- Or domiciled, either permanently or temporarily, with any candidate on the ballot and
- Cannot be a candidate at the election.

**Experience:** N/A

**Licenses/Certifications:** Election Judge Training provided.

**Background Check:**

The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

**Selection Process:**

Any one or a combination of an evaluation of related experience/education/etc., an oral exam, may be utilized. The right is reserved to limit the number included in any phase. As part of the interview process, a work stimulation exercise, candidate assessment, etc. may also be utilized.

**Working Conditions:** Normal office setting with occasional field work.

**Union Representation:**

This position is non-represented.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Fluency in Hmong, Somali, or Spanish highly desirable
- Customer service skills, both written and verbal.
- Able to deal with the public tactfully and courteously.
- Computer and keyboarding skills.
- Comfortable working with and serving a diverse population.
- Able to understand election laws, rules, and procedures.
- Able to handle stressful situations calmly.
- Must remain impartial in conduct and speech.
- Ability to follow directions and work independently.
- Ability to manage time effectively; be flexible; and work as a team member.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.minneapolismn.gov/jobs>

Position #2016-00068  
 (ACA SEASONAL) ELECTIONS SUPPORT SPECIALIST I -  
 ABSENTEE VOTING  
 JL

250 South 4th Street  
 Room #100  
 Minneapolis, MN 55415  
 (612) 673-2282

[human.resources@minneapolismn.gov](mailto:human.resources@minneapolismn.gov)

**(ACA Seasonal) Elections Support Specialist I - Absentee Voting Supplemental Questionnaire**

\* 1. How did you find out about this position? (Select all that apply)

- ☐ City of Minneapolis website
- ☐ City of Minneapolis employee
- ☐ City of Minneapolis job interest card
- ☐ City of Minneapolis Career Opportunities Bulletin
- ☐ Friend or family member
- ☐ League of Minnesota Cities website

- ☐ Government Jobs.com website
- ☐ Minnesota Jobs.com website
- ☐ Other website
- ☐ Linked In
- ☐ Other social media site
- ☐ Newspaper
- ☐ Other media
- ☐ College or University
- ☐ Community organization
- ☐ Job Fair
- ☐ Professional association

\* 2. Please indicate the areas you have work experience in: (Select all that apply)

- ☐ Elections/Public Administration
- ☐ Customer Service
- ☐ Office Administration
- ☐ None

\* 3. Which best describes your level of education?

- ☐ High School or GED
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ PhD
- ☐ None

\* 4. If you have worked in Elections, Customer Service or Office Administration previously, please describe your duties in detail, by whom you were employed, and the number of years you were responsible for these functions. What skills and capabilities would you bring from the experience that would enhance the administration of election in Minneapolis?

\* 5. Please rate your skill level related to Microsoft Word.

- ☐ None
- ☐ Beginner (Create and edit simple documents, change the appearance of documents using a variety of editing techniques.)
- ☐ Intermediate (Create custom templates and styles, manage tables and table data, insert graphics, etc.)
- ☐ Advanced ((Automate tasks by writing and revising macros, prepare documents for publication, modify an HTML page in Word, etc.)

\* 6. \*Please rate your skill level relative to Microsoft Outlook.

- ☐ No Experience
- ☐ Beginner (create/edit simple emails, change/manage appointments and meetings, attach documents)
- ☐ Intermediate (create and manage folders, change appearance of emails using variety of editing tools, use of journal)
- ☐ Advanced (setting up filtering rules for emails, voting options, managing tasks, working with public folders)

\* 7. Please rate your skill level related to Microsoft Excel.

- ☐ None
- ☐ Beginner (Create a basic worksheet, work with cells/cell data by using a variety of moving and copying techniques, perform calculations by using formulas, change the appearance of worksheets)

using a variety of editing techniques.)

☐ Intermediate (Use Excel template and user-defined templates, sort and filter data, re-use and share data by importing and exporting, create advanced formulas and audit worksheets, etc.)

☐ Advanced (Apply conditional formatting, add data validation criteria, create and edit macros, work with multiple workbooks to create a workspace, etc.)

- \* 8. This position will require working some weekends, evenings and long hours. Do you have an issue committing to these hours?

☐ Yes

☐ No

- \* 9. There are currently six foreign languages that are prevalent in Minneapolis (Spanish, Hmong, Somali, Laotian, Oromo, and Vietnamese). Please select which of the following languages you are fluent in. (Check all that apply):

☐ Spanish

☐ Hmong

☐ Somali

☐ Laotian

☐ Oromo

☐ Vietnamese

☐ I am not fluent in any of the above languages.

- \* Required Question