



CITY OF MINNEAPOLIS
invites applications for the position of:

(ACA Seasonal) Elections Support Specialist II - Absentee Voting

SALARY:	\$17.71 - \$19.52 Hourly
JOB TYPE:	Full-time
DEPARTMENT:	CITY CLERK
LOCATION:	City Hall, 350 South 5th Street, Minneapolis
VACANCIES:	31
CLOSING DATE:	Continuous
POSTING TYPE:	Temporary

POSITION DESCRIPTION:

Act as a lead and perform a wide variety of duties and activities related to the administration of elections, processing and analyzing voter data and absentee voting documents, maintain and update information in Election Management System (EMS) and Statewide Voter Registration System (SVRS), recruit and assign election judges, and perform other election-related duties as assigned.

Elections will be hiring Seasonal Election Support Specialists through September. These are 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:

- Participate in and act as lead in processing election judge applications and records; verify accuracy of data; investigate incomplete applications; assist in training and polling place assignments.
- Participate in updating of training materials, and assist in the development of staff training programs.
- Provide coaching for new employees in policy and procedure and election department activities
- Process absentee ballot applications; review completed absentee ballots; accept or reject in accordance to MN law; and update voter record in SVRS.
- Provide election-related information to voters on request, by telephone, e-mail, written correspondence and in-person, interpreting election-related Federal, State Statutes and Rules, City Ordinances, laws and procedures.
- Maintain and update EMS within assigned program or EMS module.
- Provide election-related information to voters and the public upon request, by telephone, e-mail, written correspondence and in-person.
- Prepare and proofread forms, brochures, manuals, other written materials
- Collect and analyze statistics on various election activities.
- Perform other election-related duties, as assigned.

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
- Must not be a candidate at the election.

Experience:

Two years in performing similar duties
One year election-related experience

Licenses/Certifications:

Must complete election judge training

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 or Warehouse setting with occasional field work

Union Representation:

This position is non-represented.

KNOWLEDGE, SKILLS AND ABILITIES:

- Fluency in Hmong, Somali or Spanish highly desirable.
- Knowledge of modern office procedures, practices, computer software, and equipment.
- Knowledge of basic descriptive statistical principles.
- Knowledge of business English, grammar, spelling, data collection, and record keeping.
- Skill in spelling and proofreading written material.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to plan and organize projects of modest complexity.
- Ability to communicate effectively by phone, in person, and in writing.
- Ability to understand written and oral instructions.
- Ability to be attentive to detail.
- Ability to handle confidential information in accordance with applicable laws and policies. Ability to assign and check the work of other support staff.
- Ability to analyze problems of modest complexity and determine appropriate solutions.
- Ability to perform basic arithmetic related to the compilation and analysis of voter data and election results data.

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

Position #2016-00073
(ACA SEASONAL) ELECTIONS SUPPORT SPECIALIST II -
ABSENTEE VOTING

250 South 4th Street
Room #100
Minneapolis, MN 55415

JL

(ACA Seasonal) Elections Support Specialist II - 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. Which best describes your level of education?

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

- * 3. Do you have at least one (1) year of work experience in the following public/private sector office/departments? (Select all that apply)

- ☐ Elections/Public Administration
- ☐ Customer Service
- ☐ Office Setting
- ☐ 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. Describe your supervisory experience. Specifically address what those supervisory duties entailed, how long you performed the supervisory duties, and the number of staff supervised.

- * 6. Please rate your skill level relative 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.)

* 7. Please rate your skill level relative 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. Please rate your skill level relative to Microsoft Outlook.

☐None

☐Beginner (create/edit simple emails, change appearance of emails using variety of editing tools, attach documents)

☐Intermediate (create/edit simple emails, change appearance of emails using variety of editing tools, attach documents)

☐Advanced (setting up filing rules for emails, voting options, use of journal)

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

☐Yes

☐No

* Required Question