

ARAPAHOE COUNTY

Department of Human Resources
5334 S. Prince Street
Littleton, CO 80120

<http://agency.governmentjobs.com/arapahoe/default.cfm>

Invites Applications for the Position of:

BALLOT RECEIVING SPECIALIST

An Equal Opportunity Employer

SALARY

\$1,294.79 - \$2,030.88 Biweekly \$33,664.54 - \$52,802.88 Annually

DEADLINE

04/18/16

DESCRIPTION

- **Please note that this posting includes Ballot Receiving Specialist, Senior Ballot Receiving Specialist and Ballot Receiving Lead. Applicants experience will determine appropriate position and level when hiring**
- **The experience of the applicant selected will determine which of these roles they fill. Please note there is only one position to be filled by this posting.**

Reporting directly to the Elections Manager – Operations, this employee performs a variety of clerical and customer service work which ensures compliance with statutes and mandates that govern election operations in Arapahoe County.

The Ballot Receiving Specialist is an entry-level positions in the Elections division. This entry-level position should be able to work independently most of the time after an appropriate amount of training. The Ballot Receiving Specialist is distinguished from upper level positions by the degree of work experience and having a basic knowledge of the election process.

The Sr. Ballot Receiving Specialist is the second level position for the Election Division. This position will master the Ballot Receiving Specialist position. The Sr. Ballot Receiving Specialist is distinguished from upper level positions by the degree of work experience and having an intermediate knowledge of State election statute and Colorado Secretary of State Election Rules.

The Ballot Receiving Lead is the third level positions for the Elections Division. This

position will master the Ballot Receiving Specialist position and the Sr. Ballot Receiving Specialist. Additionally, the Ballot Receiving Lead has overall responsibility for all areas of ballot receiving, ballot security teams, the mail ballot sorting equipment (Agilis), and Health Care Facilities.

The positions require a willingness to work overtime, particularly during an election cycle.

DUTIES

*The following duty statements are **illustrative of the essential functions** of the job and do not include other non essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.*

Ballot Receiving Specialist:

This *entry-level* employee should be able to work independently most of the time after an appropriate amount of training. The *Ballot Receiving Specialist* is classified based on their working knowledge of Elections and familiarity with an Office setting, as well as the scope and complexity of assigned job duties.

- Assists with security and chain of custody practices for all ballot boxes and incoming ballots and ballot envelope imaging, sorting and staging for signature verification and ballot opening.
- Performs safe delivery and pick up of ballots from Health Care Facilities.
- Assists Ballot Security teams (early vote, tent teams, election night etc.) in completing chain of custody documentation.
- Assists in the operation and maintenance of the Agilis Mail Ballot Sorter.
- Assists in the data transfer from Agilis to SCORE.
- Inputs data and performance metrics for the Ballot Receiving program.
- Assists Ballot Receiving Lead and/or Operations Manager in researching and analyzing best practices from other jurisdictions.
- Collects and inputs daily ballot reconciliation for ballots processed by the Ballot Receiving program.
- May work on other projects, assignments or perform other duties as assigned.

The Sr. Ballot Receiving Specialist will have mastered the entry level as well as have experience completing the following duties:

- Assists in developing and implementing a project plan, timelines and procedures for Ballot Receiving staff.
- Assists in developing a training plan, procedure manuals, training materials and job aids for Ballot Receiving staff.
- Assists with the development of job descriptions and list of responsibilities for temporary positions.
- Assists with security and chain of custody practices for all ballot boxes and incoming ballots and ballot envelope imaging, sorting and staging for signature verification and ballot opening.
- Assists with routine uploads to state voter database of voter credit and end of election upload of signature files.

- Assists in coordination with Health Care Facilities to verify eligible electors and ensure safe delivery and pick up of ballots.
- Assists Ballot Security teams (early vote, tent teams, election night etc.) with chain of custody documentation.
- Assists in the operation and maintenance of the Agilis Mail Ballot Sorter.
- Assists in the data transfer from Agilis to SCORE.
- Assists the Ballot Receiving Lead in evaluating the proficiency level of temporary personnel and taking necessary action to communicate with or troubleshoot issues for election judges during the voting period.
- Assists with timekeeping for temporary employees in the Ballot Receiving program.
- Assists in the collection of data and performance metrics of the Ballot Receiving program and provides data for the County Align Arapahoe scorecards.
- Makes recommendations for process improvements to the Ballot Receiving Lead.
- Researches and analyzes best practices from other jurisdictions.
- Assists the Ballot Receiving Lead with preparing a timeline of statutory and project deadlines.
- Assists in developing a reconciliation plan for daily and aggregate ballot reconciliation for ballots processed by the Ballot Receiving program.
- Attend association and professional meetings to enhance and maintain knowledge of trends and developments in the elections field.
- May work on other projects, assignments or perform other duties as assigned.

The Ballot Receiving Lead will have mastered the entry level and the Sr. Ballot Receiving Specialist positions as well as have experience completing the following duties:

- Develops and implements a project plan, timelines and procedures for Ballot Receiving staff.
- Develops training plan, procedure manuals, training materials and job aids for Ballot Receiving staff.
- Leads and directs other Ballot Receiving Specialists (as needed) in the implementation of all tasks assigned to the position.
- Supervises temporary personnel in the Ballot Receiving program by delegating tasks, scheduling shifts, monitoring activities and providing coaching.
- Develops job descriptions and list of responsibilities for temporary positions.
- Oversee security and chain of custody practices for all ballot boxes and incoming ballots and ballot envelope imaging, sorting and staging for signature verification and ballot opening.
- Oversee the operation and maintenance of the Agilis Mail Ballot Sorter. Oversee routine uploads to state voter database of voter credit and end of election upload of signature files.
- Oversees coordination with Health Care Facilities to verify eligible electors and ensure safe delivery and pick up of ballots.
- Supervise Ballot Security teams (early vote, tent teams, election night etc.) to include creating schedules and routes.
- Assist the Operations Manager with ballot setup, layout & design, proofing and testing.
- Assist the Operations Manager with setting up the election in the state registration and election system (SCORE).
- Liaise with mail ballot sorting equipment vendor to further develop processes, software and programs.
- Act as backup to Ballot Verification Lead.

- Works with Election Judge Coordinator Lead to recruit and hire temporary personnel to assist with the Ballot Receiving program.
- Evaluates the proficiency level of temporary personnel and takes necessary action to communicate with or troubleshoot issues for election judges during the voting period.
- Oversees and reviews timekeeping for temporary employees in the Ballot Receiving program and submit to the Election Judge Coordinator Lead for payroll processing.
- Collects and analyzes data and performance metrics of the Ballot Receiving program and provides data for the County Align Arapahoe scorecards.
- Makes recommendations for process improvements to the Deputy of Elections and Records and the Operations Manager.
- Researches and analyzes best practices from other jurisdictions.
- Assists the Deputy of Elections and Records and the Operations Manager with preparing a timeline of statutory and project deadlines.
- Assists the Deputy of Elections and Records in reviewing legislation, policy or rules, and drafting impact statements and recommendations for implementation.
- Develop reconciliation plan and oversees daily and aggregate ballot reconciliations for ballots processed by the Ballot Receiving program.
- Assists with the development of emergency response, recovery and continuing operations plans for elections, as assigned.
- Attend association and professional meetings to enhance and maintain knowledge of trends and developments in the elections field.
- May work on other projects, assignments or perform other duties as assigned.

REQUIREMENTS

Requirements for:

Ballot Receiving Specialist, Sr. Ballot Receiving Specialist and Ballot Receiving Lead:

- Advanced knowledge of statewide voter registration database (SCORE) and WebSCORE or ability to learn at faster than average pace.
- Certification as an Election Administrator from the Colorado Secretary of State or obtain the certification within one year after hire date.
- Proficient in the use and understanding of the functions of the Agilis Software Environment or ability to learn at faster than average pace.
- Ability to operate a computer and advanced knowledge of Microsoft Office Suite: Excel, Outlook, PowerPoint and Word.
- Advanced knowledge of Colorado's election laws, rules and regulations or ability to learn at a faster than average pace.
- Advanced knowledge of Colorado's election model, including mail ballot processing, Voter Service and Polling Center Operations, and ballot drop-off locations or ability to learn at a faster than average pace.
- Experience using a mail sorting system is required.

- Ability to prioritize multiple projects, meet required deadlines and handle more than one project simultaneously.
- Ability to effectively cope with the stress of demanding duties and handle with composure.
- Ability to develop and present educational materials to others.
- Ability to communicate effectively verbally and in writing, including excellent spelling and grammar.
- Ability to plan, organize and administer the work of others.
- Ability to document and implement effective practices and procedures.
- Ability to establish and maintain effective working relationships with community representatives, vendors, political parties, fellow employees and the general public.
- Ability to handle sensitive situations with tact and diplomacy.
- Ability to work as a team player and independently with little or no direction.
- Ability to grasp complex and widely varied issues quickly, develop plans to implement actions to address the issues, and be able to communicate those issues in a clear, concise manner to management, staff, entities, and vendors.
- Ability to meet established deadlines.
- Ability to work as part of an election team and promote teamwork with the staff.
- Ability to work in a high stress environment and to multi-task.
- Understand and follow oral and written instructions.
- Possess creative thinking and problem-solving skills.

BEHAVIORAL COMPETENCIES FOR ALL:

- Consistently punctual.
- Flexible, willing to work overtime when necessary.
- Exhibits professionalism and works well with others.
- Follows instructions and responds well to management direction.
- Maintain a clean workspace.
- Seeks ways to foster self-development and growth.
- Accepts responsibility for own actions and work product.

EDUCATION:

For the Ballot Receiving Specialist: GED / High School Diploma Required.

For the Sr. Ballot Receiving Specialist: GED / High School Diploma Required. Bachelor's degree in an appropriate degree is referred.

For the Ballot Receiving Lead: Bachelor's degree in appropriate fields is required.

EXPERIENCE:

Ballot Receiving Specialist:

At least one to three years of Office experience required. Experience in elections administration is desired. *Basic* understanding of Elections in County Government is highly preferred.

Sr. Ballot Receiving Specialist:

Three to five years of experience in elections administration and systems.

Ballot Receiving Lead:

Five or more years of experience in elections administration and systems.

(An equivalent combination of education and/or work experience that still satisfy the requirements of the job may be sufficient).

SUPPLEMENTAL INFORMATION

The Ballot Receiving Specialist, the Sr. Ballot Receiving Specialist and the Ballot Receiving Lead requires successful completion of pre-employment background and motor vehicle checks.

SUPERVISION RECEIVED:

Receives immediate supervision from the Operations Manager or Deputy of Elections and Records. May also receive supervision from the Chief Deputy or the Clerk and Recorder.

SUPERVISION EXERCISED:

Employee will supervise any employees working on Ballot Security Teams, Ballot Receiving, Agilis, or Health Care Facilities.

INTERPERSONAL CONTACTS:

Contacts are with supervisors, management, peers, subordinates, elected officials, customers, and/or vendors. Contacts require the ability to exercise a high degree of interpersonal skills to influence persons at all levels. Incumbent is accountable for the results of the contact.

WORK ENVIRONMENT:

Work is generally confined to a standard office environment with work being performed in a warehouse environment during an election.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

Spends 70% of the time sitting and 30% either standing or walking.

Occasionally lifts, carries, pulls, or pushes up to 25 lbs.

Verbal and auditory capacity enabling interpersonal communication as well as communication through automated devices such as telephones, radios, and similar; and in public meetings and personal interactions..

Constant use of eye, hand, and finger coordination enabling the use of automated office machinery or equipment.

Visual capacity enabling constant use of computer or other work related equipment.

Definitions:

Occasionally: Activity exists less than $1/3$ of the time.

Frequently: Activity exists between $1/3$ and $2/3$ of the time.

Constantly: Activity exists more than $2/3$ of the time.