SNOHOMISH COUNTY
invites applications for the position of:

Elections Information and Design Specialist

SALARY:	$25.33 - $30.77 Hourly $4,391.25 - $5,332.85 Monthly $52,695.00 - $63,994.20 Annually
OPENING DATE:	03/17/16
CLOSING DATE:	04/03/16 11:59 PM

DESCRIPTION:

To support a public information and communication program for the County Auditor's Office - Elections Division that includes creating, designing and finalizing for distribution election ballots, the local voters' pamphlet and other print and online materials and publications; supports communication efforts by utilizing skills and abilities in graphic design and production; assists the voter registration unit as required.

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Creates, designs, and formats election ballots (approximately 700 styles per election); prepares ballot reports and sample ballots; integrates data from the voter registration system, the ballot printing system and the ballot tabulation system to finalize ballot layout.
2. Creates, designs and coordinates the production and distribution of the Local Voters' Pamphlet using specialized software; receives, reviews and processes information and documents from a variety of sources including jurisdictions and candidates.
3. Maintains all official election documentation relating to candidate filing, resolution and petitions for ballot measures; prepares official certification for each election and submits documents to the Office of Secretary of State as mandated.
4. Creates and maintains lists of elected officials, candidates and terms of office.
5. Communicates with all local jurisdictions in order to maintain accurate and current files on elected officials and district activities.
6. Receives official ballot language from the county Prosecuting Attorney's Office and other government jurisdictions within the mandated timeline.
7. Designs and produces a variety of correspondence, brochures, handouts, booklets and other elections related publications. Performs all necessary functions required to carry graphics projects from concept to completion.
8. Works collaboratively with colleagues in creating and designing layouts and illustrations; prepares mock-ups and conceptual materials; obtains needed review; revises and redesigns materials as required.
9. Prepares and distributes newspaper and broadcast news releases as well as legal and public notices relating to elections as directed.
10. Ensures that the content of the elections division web site is accurate, current and relevant to the public, candidates and other users.
11. Imports/exports election data to and from web page, internet, e-mail, databases and/or spreadsheets to prepare communication materials.
12. Performs all job duties of an elections and voter registration examiner as required.
13. Assists other Auditor's Office divisions with website design and maintenance.
14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in communications, public relations, graphic design or other discipline; AND, three (3) years experience in the public sector or a communications related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous elections experience is a plus. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

Must acquire and maintain election administrator certification through the Washington State Office of the Secretary of State within three (3) years of hire.

Position #2248-01
ELECTIONS INFORMATION AND DESIGN SPECIALIST
SW

Elections Information and Design Specialist Supplemental Questionnaire

* 1. I acknowledge that my responses to the following supplemental questions must be clear and thorough to obtain credit. Responses such as "see resume, see application, etc." are not acceptable.

   ❑ Yes
   ❑ No

* 2. Do you have a Bachelor's degree in communications, English, journalism public relations, public administration or other discipline in which the course work emphasizes communications, writing, or the dissemination of information?

   ❑ Yes
   ❑ No

* 3. Do you have three (3) years of experience working in government administration or in journalism.

   ❑ Yes
   ❑ No

* 4. Describe your work experience that would be relevant to the position of Elections Information and Design Specialist.

* 5. List the types of documents or materials you have drafted, designed or produced and for what purpose was the document or material created.

* 6. Describe your experience with graphic design or publishing software. What programs have you used and for what purposes?

* 7. Describe your experience with social media applications (Facebook, Twitter, Instagram, etc.). Please differentiate between personal use and business use experience.

* 8. Do you have specific work experience in elections? Please describe.

* 9. Duties assigned to this position include assisting the voter registration staff with customer service and with voter information data entry. Please describe your experience providing customer service and in performing data entry tasks.

* 10. Are you proficient using Microsoft Office applications?

   ❑ Yes
   ❑ No

* 11. Due to operational needs during election periods throughout the year, work hours may vary to start work as early as 5:00 am or to work as late as 9:00 pm. Are you able to work different shifts dependent upon operational needs of the division?

   ❑ Yes
   ❑ No

* 12. Can you attend multi-day conferences out of the area traveling by car or plane?

   ❑ Yes
   ❑ No

* 13. Please highlight why you feel you are the best candidate for this position.

* Required Question