



CITY OF MINNEAPOLIS
invites applications for the position of:

Seasonal Elections Support Specialist I

SALARY:	\$17.57 - \$18.87 Hourly \$36,553.92 - \$39,253.76 Annually
JOB TYPE:	Full-time
DEPARTMENT:	CITY CLERK
LOCATION:	Various locations in Minneapolis
VACANCIES:	50
CLOSING DATE:	08/12/16 11:59 PM
POSTING TYPE:	Temporary

POSITION DESCRIPTION:

215,806 ballots. 50,668 same-day voter registrations. 81% voter turnout.

In 2012, Minneapolis' voter turnout was the highest in almost 40 years. In 2016, we strive to set new records for people exercising the most important right possessed by a U.S. citizen. But in order to do that, everything has to be ready. New voters need information on where to go and what to bring, experienced voters need updates on new things like early voting options, absentee voters need their ballots! And everyone needs their vote to count.

Join other gatekeepers of democracy to make sure that the 2016 election is conducted with accuracy, integrity, and dignity.

November is coming.

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 in two phases. **Start dates will be on 9/12/16 and 10/19/16.** These are **temporary positions** through 12/1/16.

This position will require working some weekends, evenings and long hours.

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.

Working Conditions: Normal office setting with occasional field work.

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 step sibling 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.

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.

Union Representation:

This position is not 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>

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

Position #2016-00323
SEASONAL ELECTIONS SUPPORT
SPECIALIST I
BB

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