



## **JOB ANNOUNCEMENT**

<b>POSITION:</b>	Office Specialist - Elections
<b>DEPARTMENT:</b>	Auditor's Office
<b>MONTHLY SALARY:</b>	\$2,436.00 per month plus benefits (Clerical-Journey; Step 1)
<b>UNION STATUS:</b>	Courthouse Bargaining Unit initiation fee plus monthly dues is required
<b>TO APPLY:</b>	Whitman County Human Resources 400 N. Main Street Colfax, WA 99111 (509) 397-6205
<b>CLOSING DATE:</b>	Until Filled
<b>SELECTION PROCESS:</b>	Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview.
<b>TO QUALIFY:</b>	See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and Control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

**WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**AMERICANS WITH DISABILITIES ACT**

Persons requiring accommodation should advise us of that need.

# Whitman County Position Description

<b>Effective Date:</b>	July 6, 2017
<b>Position Title:</b>	<b>Office Specialist – Elections Technician</b>
<b>Job Family Classification/#:</b>	011
<b>Department Title:</b>	Auditor's Office
<b>Department Code:</b>	060
<b>Pay Grade:</b>	Clerical-Journey
<b>FLSA Status:</b>	Non-exempt
<b>Union Status:</b>	Represented, Courthouse Bargaining Unit
<b>Reports To:</b>	Elections Supervisor and County Auditor

## **PURPOSE**

The Election Specialists within the Whitman County Auditor Office assist in the preparation and operation of County elections by processing voter registration applications and election ballots. This position is also tasked with maintaining voter registration files, selection and training of election extra help staff and education programs and have a significant amount of public contact requiring effective communication and service to customers.

## **NATURE OF WORK**

Under the direction of the Elections Supervisor and County Auditor, this position is responsible for the secure, accessible and nonpartisan maintenance of the Whitman County voter rolls and execution of all Whitman County Elections encompassing all elected positions for the county itself and all special taxing district boards, councils, and mayors. All work is completed under strict RCW (Revised Code of Washington), WAC (Washington Administrative Code), and Federal Election Law with non-negotiable deadlines.

## **ESSENTIAL FUNCTIONS**

- Acquires Certified Elections Administrator status within 2 years of employment by passing the OSOS Certification and training exam and acquiring 40 hours of qualifying training.
- Maintains Certified Elections Administrator status by performing continuous service and acquiring 18 hours of qualifying training.
- Reviews voter registration applications by mail, in person, and online for accuracy, completeness, and compliance with statutory election requirements.
- Maintains the statewide voter registration database (VRDB) for Whitman County through the Secretary of State's Office (OSOS).
- Processes voter registrations, indexes and audits data entry, researches and resolves discrepancies or errors, and issues voter identification cards.
- Assembles and provides voter registration forms and supplies to locations throughout the County
- Trains and provides materials to individuals or groups running voter registration drives.

- Prepares and sends voter verification letters and correspondence to voters.
- Assists candidates with filing and collects related fees.
- Processes election ballots including ballot layout, proofing, ordering, and preparing ballot packets for mailing.
- Manages two Election Day service centers open for last minute foot traffic, which provide temporary staff and laptops to use the OSOS online ballot printing module, and a ballot drop box.
- Manages and maintains five separate postage free collection boxes, including opening 18 days prior to Election Day, and locking all of them simultaneously at 8 PM on election night using temporary staff and volunteers.
- Processes returned election ballots including acceptance from the United States Postal Service (USPS), and collecting those dropped off in postage free collection boxes.
  - Processes returned election ballots including verifying ballot packet signatures, checking for postmark deadlines, scanning each ballot into batches for tabulation, and tabulating the votes using our high security optical scan tabulation equipment.
- Prepares all ballot envelopes with missing or mismatched signatures, those postmarked too late, or ballots where the voter's intent was not clear for the County Canvass Board (County Auditor, Prosecuting Attorney, and Commissioner Chairman of the Board) to accept or reject.
- Coordinates the canvass board meeting for verification and certification, and presents the issues identified to them for their decision on each.
- Processes those canvassed items that were accepted by the canvass board for tabulation.
- Uploads final election results to the OSOS Elections Department through a secured network electronically.
- Secures all material from the election in accordance with security law and retention schedules.
- Provides oaths of office to all candidates who won their election, and maintains the oaths by recording with the County Auditor after they return signed.
- Compiles data and prepares reports for the State Public Disclosure Commission (PDC) and the Federal Election Assistance Commission (EAC) yearly.
- Safeguards the identities, processes voter registration and ballots of the Whitman County voters who are in the Washington State Address Confidentiality Program.
- Responds to public inquiries for information; compiles data and generates special election reports for political parties, the media and the general public.
- Implements numerous yearly changes required by federal and state law within areas of responsibility

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and use hands and fingers to handle or feel. The employee is occasionally required to reach with hands and arms, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision.

### **NON-TECHNICAL ESSENTIAL FUNCTIONS**

Establish and maintain good working relationships with public officials, the media and the public, and have excellent verbal, written, and listening communication skills.

## **SUPERVISION EXERCISED AND RECEIVED**

Work is normally performed independently. The employee in this position accepts responsibility for the completion of regular and recurring duties. During peak times, this employee will be directing the work of temporary employees under the direction of the Elections Supervisor. All work is performed under the direction of Supervisor of Elections and the County Auditor who review work for the quality of results obtained.

## **SELECTION CRITERIA**

### **Knowledge**

- Understands fundamental office processes related to security and internal control
- Knowledge of Microsoft Office with an emphasis in Microsoft Excel
- Ability to utilize a personal computer and related software packages to perform information processing, analysis, information retrieval and tracking.

### **Skills/Abilities**

- Ability to work both as a team member and independently
- Ability to grasp new techniques, read, interpret and apply work related rules, regulations, laws and procedures
- Ability to establish and maintain effective working relationships with state and federal agencies, elected officials in Whitman County, and the general public.
- Ability to manage multiple tasks in a fast paced environment
- Self-motivation skills to learn from others and on your own from in person or web based training sessions, reading, etc.
- Work overtime when needed
- Ability to read, analyze, and interpret state/federal regulations
- Attention to detail.
- Ability to logically solve problems
- Must possess a valid Washington State Driver's license, or the ability to obtain a license within 30 days of employment, or otherwise meet the travel requirements of the position.

### **Desired Skills**

- Knowledge of the political system, State and County statutes/ordinances, precincts, election laws, and election procedures.

## **EXPERIENCE, EDUCATION, AND TRAINING**

High School Diploma or GED and college courses in business, office management or public administration. Additional experience may be substituted for education on a year for year basis. Three years of office experience, including data entry and interaction with the public.

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