

Whitman County Human Resources
400 N. Main Street • Colfax, WA 99111
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JOB ANNOUNCEMENT

POSITION: Elections Supervisor

DEPARTMENT: Auditor's Office

MONTHLY SALARY: \$3,263.00 per month plus benefits

UNION STATUS: Non Represented

TO APPLY: Whitman County Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-6205

LOCATION: Colfax

CLOSING DATE: Until filled

SELECTION PROCESS: Applicants must submit a signed Whitman County application form. The application will be reviewed and evaluated to determine applicants invited for an interview.

TO QUALIFY: 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

Effective Date:	2/15/2018
Position Title:	Elections Supervisor
Job Family:	Elections Supervisor
Classification/#:	26
Department Title:	Auditor's Office
Department Code:	060
Pay Grade:	\$3,263.00/month plus benefits
FLSA Status:	Non-exempt
Union Status:	Non Represented
Reports To:	County Auditor

PURPOSE

The Supervisor of Elections within the Elections and Voter Registration Division of the Whitman County Auditor's Office directs the preparation and operation of county elections and has oversight of all aspects of voter registration within the county.

NATURE OF WORK

Under the direction of the County Auditor, this position is responsible for the secure, accessible and nonpartisan maintenance of the Whitman County voter rolls and the execution of all Whitman County Elections encompassing all elected positions for the county itself, all special purpose taxing district boards, councils, and mayors, and applicable Federal and State elected positions in addition to all issues, referenda, initiatives, advisory votes and propositions being brought before the voters. All work is completed under strict RCW (Revised Code of Washington), WAC (Washington Administrative Code), Washington State Secretary of State's Office Elections Division (OSOS), 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 yearly of qualifying training.

Voter Registration Functions

- Directs the voter registration program and process;
- Maintains the statewide voter registration database (VRDB) for Whitman County through the Secretary of State's Office (OSOS);
- Coordinates the service and maintenance of voter registration software and equipment with the vendor;
- Directs the preparation and inventory maintenance of voter registration supplies and forms;
- Reviews voter registration applications by mail, in person, and online for accuracy, completeness, and compliance with statutory election requirements;
- Processes voter registrations, indexes and audits data entry, researches and resolves discrepancies or errors, and issues voter identification cards;

- Processes voter registration changes received consistently through the year from the OSOS through their crosschecks with the Dept of Corrections, Birth and Death Records, Drivers Licensing Motor Voter program, all other Wa State counties, and many other states that participate with the crosscheck program in order to purge and update the voter rolls;
- 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;
- Compiles and bills out yearly to the county cities and towns their proportionate share of voter registration costs, and deposits revenue with the County Treasurer;

Election Functions

- Directs the election program and process;
- Compiles election calendars for the Primary, General, regularly scheduled Special Elections;
- Coordinates and prepares publications for various legal notices of election;
- Receives election resolutions from the special purpose taxing districts, cities and towns, and runs them through the process to qualify for printing on the ballot;
- Assists candidates with filing, verifies residency and registration status, and collects related fees;
- Enters and keeps current all Whitman County information in the Washington Election Information (WEI) System, including all elected offices in the county and their terms of service, creating the electronic version of elections, candidate statements, making election results and other pertinent information available to the public;
- Reviews, accepts, and posts to the online voter's guide the candidate statement of qualifications;
- Coordinates the service and maintenance of voting and tabulation equipment with the vendor;
- Directs the preparation and inventory maintenance of election supplies and forms
- Directs and carries out logic and accuracy testing of voting equipment;
- Directs mailing piece design, coordination of postal approvals, and tracking of postage expenses;
- Processes election ballots including ballot layout, proofing, and ordering;
- Coordinates with insertion/mailing vendor to prepare ballot packets for mailing;
- Coordinates with call center vendor to manage incoming calls during peak election times;
- Directs service center employee recruitment and training;
- Manages two Election Day service centers open for last minute foot traffic which provide staff and laptops to use the OSOS online ballot printing module and ballot drop boxes;
- Manages and maintains five or more separate postage free collection boxes located around the county, including opening 18 days prior to Election Day, and locking all of them simultaneously at 8 PM on election night using 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;
- Assures the maintenance of the Mail Ballot Verification equipment used for signature verification;
- 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 correspondence to the voters whose signature was missing or did not match the signature on file with instruction on how they can cure the situation before certification day;
- Prepares all ballot envelopes with missing or mismatched signatures that have not been cured by the voter, 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;

- Creates and retains numerous daily election related statistics in order to submit reports to the OSOS using complicated and detailed forms such as the OSOS Reconciliation Form, the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) mail ballot certification form and many others;
- 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 (ACP);
- 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;
- Compiles and bills out to all entities appearing on the ballot their proportionate share of the election costs, and deposits revenue with the county Treasurer.

Other Essential Functions

- Responds to the most complicated requests or questions from the public or other agencies concerning elections and voter registration processes and procedures;
- Trains, supervises and assists with evaluation of permanent and part time staff;
- Directs precinct and district mapping programs to ensure each voter is mailed the correct ballot pertaining to his or her precinct, ward and levy code split;
- Coordinates with the WA State Redistricting Commission and the County Commissioners to complete redistricting in the county after every census;
- Directs the maintenance of the signature image file for petition checking;
- Maintains and updates the Elections Division State hosted website;
- Develops and updates forms and procedures to meet current election laws and State and Federal regulations related to voter registration; candidate filing; vote by mail ballots; precinct/mapping programs; warehouse operations and equipment maintenance; election officer recruitment and training; service centers; ballot layout and tabulation, election results reporting, canvass processes and other election programs;

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 performed independently. The employee in this position accepts responsibility for the completion of regular and recurring duties. This employee will be directing the work of the Election Program Representatives and temporary employees. All work is performed under the direction the County Auditor who reviews work for the quality of results obtained.

SELECTION CRITERIA

Knowledge, Skills and Abilities

- 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;
- 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 problem;
- 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.