



Elections Specialist

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 503
Supervisory: No
Reports to: Elections Director

Summary

Under general direction of the Elections Director, performs a variety of technical and support services for election systems and software programs. This position requires an understanding of the major functions and capabilities of the statewide voter registration database, as well as the software programs of other elections vendors. This role is responsible for generating reports and basic troubleshooting of election systems and software programs as well as assisting in general elections office responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist as needed with processing voter registration forms received through the statewide online voter registration application, the driver's license bureau, the mail, and walk-in customers; examine the same for accuracy and completeness and resolve discrepancies before inputting information into the data base; scan and index all voter registration forms.
2. Troubleshoot voter data related issues; identify causes and suggest solutions.
3. Assist, as needed, in receiving returned ballots, verifying voter signatures, and coordinating sorting for election day counting.
4. Perform the extraction of by-mail ballot voting lists to facilitate mailing of ballots in the most expedient manner.
5. As needed, receive and record filing fees from candidates; issues receipts, notices and certifications; keep records of transactions; make simple mathematical computations.
6. Use various records and software applications to perform data sorts and merges; produce lists, labels and other materials.
7. Use GIS and other mapping software to place voters in correct precincts and perform analysis to identify errors.
8. Assist with proof reading reports and data for ballot creation and layout.
9. Coordinate and prepare ballots for scanning to be able to produce election results in a timely manner.

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Job Title: Elections Specialist
FLSA: Non-Exempt
Effective Date: 5/1/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

10. Conduct a variety of election and ballot processing tasks, regularly using office equipment, computer equipment, hardware, software, and specialized election equipment and mail processing equipment.
11. Manage and process large amounts of voter registration data using data software.
12. Lead election day, early voting, equipment testing, post-election tasks, and other general information services support.
13. Assist with election audit and canvas report preparation.

Knowledge, Skills, and Abilities

- Knowledge of Utah Election laws and procedures
- Knowledge of elections equipment and software
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of processes related to the statutory obligations of the County Clerk
- Knowledge of Clerk/Auditor Office Policies and Procedures and laws, codes, and regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheets
- Skilled in data management and analysis using excel
- Skilled in using various software programs unique to Utah County and/or the Clerk/Auditor's Office
- Ability to maintain cooperative working relationships with those contacted during work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task
- Ability to understand broad objectives and follow general instructions
- Ability to train others in basic election system and software program functions

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department and for temporary staff.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This job requires frequent contact with the

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public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty-five (35) pounds. The employee pushes, pulls or otherwise moves a wheeled cart weighing up to one hundred fifty (150) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires transporting equipment to various locations within Utah County, and may require attendance at election conferences and workshops, with some out-of-area and overnight travel being expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Three (3) years of general clerical / support work experience of which two years are directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with experience working in elections.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time, as assigned by the Elections Supervisor, Chief Deputy Clerk/ Auditor, or County Clerk/ Auditor

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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