

RESOLUTION NO. 15-8093

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS FOR BUDGET YEAR 2015-2016 WITHIN 20100 ELECTIONS.**

**WHEREAS**, the Board of Supervisors, through adoption of the budget allocates positions for the various county departments each fiscal year; and

**WHEREAS**, our County Clerk Recorder Ms. Kathy Williams brought forward to the Human Resources Director an issue regarding the job description of the Deputy Clerk Recorder I & II that has been used in the past for the Elections Division; and

**WHEREAS**, this job description does not describe the functions of the position within the Elections division; and

**WHEREAS**, the incumbent in this position has recently resigned and it was determined that the job description should be created to reflect the duties and functions of this position; and

**WHEREAS**, the job description of Elections Services Assistant I at Range 1197, and Elections Services Assistant II at 1320 has been created to adequately describe the duties of these classifications; and

**WHEREAS**, the salary range for the Elections Services Assistant I and II are at the same level as the Deputy Clerk Recorder I and II classifications.

**WHEREAS, NOW, THEREFORE, BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

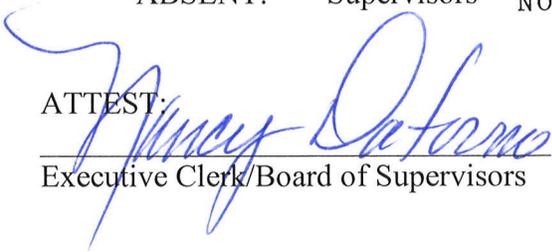
Approve the amendments to the Position Allocation for budget year 2015-2016 to reflect the following:

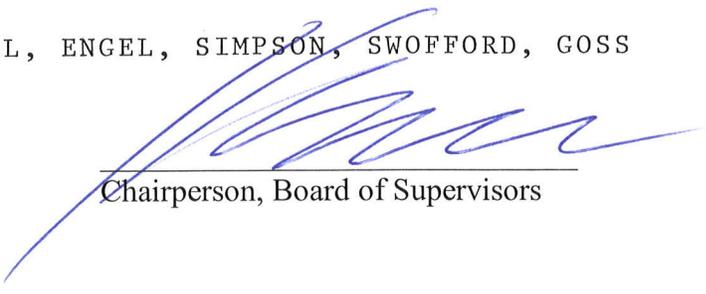
| <u>ELECTIONS 20100</u>               | <u>FROM</u> | <u>TO</u> |
|--------------------------------------|-------------|-----------|
| Elections Services Assistant I or II | 0.0         | 1.0       |
| Deputy Clerk Recorder I or II        | 1.0         | 0.0       |

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 11th day of August 2015 by the following vote:

AYES: Supervisors THRALL, ENGEL, SIMPSON, SWOFFORD, GOSS  
NOES: Supervisors NONE  
ABSENT: Supervisors NONE

ATTEST:

  
Executive Clerk/Board of Supervisors

  
Chairperson, Board of Supervisors

## **ELECTIONS SERVICES ASSISTANT I**

### **DEFINITION**

Under supervision, perform a variety of functions relative to the County Clerk-Recorder-Election Division including; performing a variety of technical and general assignments which include processing voter registrations, filing election and legal documents, keeping databases accurate and up to date, assisting with the candidate nomination and filing process and providing a variety of routine administrative support tasks.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Elections Services Assistant class. This class is distinguished from the Elections Services Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. Incumbents are expected to enter the work area with office skills and background, even though they are not expected to be familiar with the policies and functions of the County Clerk/Recorder/Election Division.

### **REPORTS TO**

Reports to the Elections Coordinator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **ELECTIONS SERVICES ASSISTANT I - 2**

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Perform a variety of complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Register voters; maintain voter registration records; process Vote by Mail requests; participate in the issuance, acceptance and verification of nomination papers, petitions, candidate and Fair Political Practices Commission (FPPC) committee filings; compile a variety of data for special reports, forms and periodic reviews.
- Provide updated information to social media site.
- Responsible for assisting in the operation of the Elections Division voter and election management system, including programming for elections, preparing disks and reports for candidates, committees and the Secretary of State.
- Refer questions regarding election policies and procedures to appropriate staff within scope of authority.
- Perform election activities including preparing, assembling and distributing publications, notices, sample and official ballots, process and track Vote by Mail requests.
- Assist in testing of election and ballot tabulation equipment, conducting official canvass and certification of election and/or recount results.
- Provide proofreading for sample ballots and other printed election material. May provide voice audio materials for Voters with Specific Needs.
- Provide assistance to the Elections Coordinator.
- Build and maintain positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contribute to a positive work environment.
- May be occasionally assigned to perform County Clerk-Recorder duties to meet workload demands.
- May be required to work extended hours and weekends as needed during peak election periods and attend out of county training as needed.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **ELECTIONS SERVICES ASSISTANT I - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic understanding of voter registration and the election process.
- Current computer systems, applications such as Excel, Word and Power Point, spreadsheets and databases.
- Basic legal terminology.
- Principles of English grammar, spelling and punctuation.
- Basic math skills.
- Office methods, practices, and procedures, including accuracy in filing, letter and report writing.
- Comprehensive public contact techniques.

#### **Ability to:**

- Implementing policies and procedures while assuring compliance with department and division goals and objectives.
- Researching, reading and understanding relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Accepting direction regarding prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Effectively identifying and recommending solutions to problems.
- Working under pressure of constant deadlines, with multiple priorities.
- Reading and following written and verbal instructions.
- Reading and understanding geographical mapping terminology.
- Reading and comparing handwritten signatures rapidly and accurately.
- Efficiently utilizing time management skills.

## **ELECTIONS SERVICES ASSISTANT I - 4**

### **Training and Experience:**

High school diploma or equivalent GED certificate

Two (2) years of governmental, computer or administrative experience in a customer service based office.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained throughout employment.

Possession of 40 words per minute typing certificate.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **ELECTIONS SERVICES ASSISTANT II**

### **DEFINITION**

Under general supervision, perform a variety of functions relative to the County Clerk-Recorder-Election Division including registering voters, conducting elections, processing voter registrations, filing election and legal documents; performing a variety of technical and general assignments which include evaluating and maintaining voter registration and election databases, providing a variety of routine administrative support tasks.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level within the Elections Services Assistant class series. This class is distinguished from the Elections Services Assistant I by the performance of the full range of duties with general supervision. Incumbents perform a variety of assignments, requiring substantial experience and working background. At the journey level the incumbent is knowledgeable in the applicable sections of federal, state and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities; and the policies and procedures of the County Clerk/Recorder/Election Division.

### **REPORTS TO**

Reports to the Elections Coordinator and Assistant Clerk-Recorder.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **ELECTIONS SERVICES ASSISTANT II - 2**

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Perform a variety of difficult, complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Register voters; maintain voter registration records; maintain Vote by Mail files and requests; participate in the issuance, acceptance and verification of nomination papers, petitions, candidate and Fair Political Practices Commission (FPPC) committee filings; monitors the county data processing system, compiles a variety of administrative data for special reports, forms and periodic reviews.
- Assists in the operation of the Elections Division voter and election management system, including programming for elections, preparing disks and reports for candidates, committees and the Secretary of State.
- Interprets, applies, and explains election laws, policies and procedures within scope of authority.
- Perform election activities including preparing, assembling and distributing publications, notices, sample and official ballots, processes and tracks Vote by Mail requests for official ballots.
- Assist in programming, testing and certification of election and ballot tabulation equipment, conducting official canvass and certification of election and/or recount results.
- Responds to public inquiries, and refers to appropriate staff member as needed; explains the application of statutes and regulations.
- Provide proofreading for sample ballots and other printed election material.
- Provide assistance to the Elections Coordinator.
- Build and maintain positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contribute to a positive work environment.
- May be assigned to perform County Clerk-Recorder duties to meet workload demands.
- May be required to work extended hours and weekends as needed during peak election periods.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended period; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 50lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **ELECTIONS SERVICES ASSISTANT II - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Elections voter registration and political reform act procedures and practices.
- Current computer systems, applications and databases.
- Applicable sections of federal, state and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities.
- County and Department policies and procedures.
- Basic legal terminology.
- Principles of English grammar, spelling and punctuation.
- Basic math skills.
- Office methods, practices, and procedures, including filing, letter and report writing.
- Comprehensive public contact techniques.

#### **Ability to:**

- Planning and implementing policies and procedures while assuring compliance with department and division goals and objectives.
- Reading, understanding, interpreting and applying relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Effectively identifying and recommending solutions to problems.
- Working within deadlines to complete projects and assignments.
- Assessing, analyzing, identifying and recommending solutions to problems.
- Working under pressure of constant deadlines, with multiple priorities.
- Reading and following written and verbal instructions.
- Reading and understanding geographical mapping terminology.
- Reading and comparing handwritten signatures rapidly and accurately.

## **ELECTIONS SERVICES ASSISTANT II - 4**

### **Training and Experience:**

High school diploma or equivalent GED certificate

Two (2) years of governmental, computer or administrative experience in a clerk-recorder's office is preferred.

OR

Two (2) years of governmental, computer or administrative experience and one (1) year of experience equivalent to the Elections Services Assistant I.

Associate's degree may be substituted for one (1) year of required work experience.

### **Special Requirements:**

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License issued by the Department of Motor Vehicles must be maintained throughout employment.

Possession of 40 words per minute typing certificate.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.