

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.

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EXAMPLES OF DUTIES

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

- Performs a variety of difficult, complex and specialized support work for the conduct of Federal, State, Local and Special District elections.
- Registers voters; maintains voter registration records; maintains Vote by Mail files and requests; participates 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.
- Performs election activities including preparing, assembling and distributing publications, notices, official ballots, voter information guides, processes and tracks Vote by Mail ballots.
- Assists 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.
- Provides proofreading for ballots, voter information guides and other printed election material.
- Provides assistance to the Elections Coordinator.
- Builds and maintains positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contributes 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, scanners, postage machine and FAX.

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TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Elections, voter registration, candidate filing 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 and accounting skills.
- Office methods, practices, and procedures, including filing, letter and report writing.
- Comprehensive public contact techniques.
- Functions of VoteCal, the statewide voter registration database.
- California online voter registration process

Ability to:

- Plan and implement policies and procedures while assuring compliance with department and division goals and objectives.
- Read, understand, interpret and apply relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Assess and prioritize multiple tasks, projects and demands.
- Work within deadlines to complete projects and assignments.
- Effectively identify and recommend solutions to problems.
- Work within deadlines to complete projects and assignments.
- Assess, analyze, identify and recommend solutions to problems.
- Work under pressure of constant deadlines, with multiple priorities.
- Read and following written and verbal instructions.
- Read and understanding geographical mapping terminology.
- Read and compare handwritten signatures rapidly and accurately.
- Understand and apply confidentiality procedures regarding voter files.

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Training and Experience:

Qualifications needed for this position:

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.

Substitution: 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.

Must pass a Department of Justice (DOJ) background check as a condition of employment.

Must possess 40 words per minute typing certificate or pass exam.

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.