

ELECTIONS SPECIALIST

DEFINITION

Under general direction, to perform a variety of specialized administrative, staff and office support duties for the Plumas County Elections Division of the Clerk/Recorder's Department. Performs difficult and specialized assignments, including information gathering, information preparation, and public relations assignments in the planning and conduct of local elections and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification which provides a variety of administrative, staff and office support duties for the County Clerk/Recorder in the planning, coordination and conduct of local, State, and Federal elections.

REPORTS TO

Assistant County Clerk/Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

Temporary precinct and elections staff. May provide lead direction to regular staff, as assigned.

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EXAMPLES OF DUTIES

- Assists in planning, organizing and coordinating the elections functions of the County including elections for special districts.
- Maintains and updates voter registration data.
- Reviews candidates' filing documents to insure proper submission of forms, other documents and fees; accepts initiative, referendum, and other petitions for filing, verifying signatures when necessary.
- May prepare election resolution for Board of Supervisor approval.
- Arranges for polling places.
- Assists in recruiting, selecting and training precinct officials.
- Canvasses precinct records to verify election results and prepares statements of votes.
- Establishes and maintains filing systems for election documents, making changes and adjustments as necessary.
- Provides information to the public concerning candidate filing requirements, election regulations, and election functions.
- Accepts Conflict of Interest statements and insures proper filing with the Fair Political Practices Commission.
- Oversees preparation and printing of sample ballots.
- Insures proper publication of notices.
- Coordinates operation of the data processing systems related to elections.
- Insures proper preparation of reports and documents for other government agencies.
- As designated by the Clerk/Recorder fulfills Registrar of Voters functions.
- Issues marriage licenses, maintains their permanent records and prepares statistical reports to the state.
- Receives and files all related documents for the fictitious business name statements, indexes and maintains their permanent records, and all related functions for vital statistics records including the reports to the state.
- Receives, reviews, and processes a variety of special documents, such as powers of attorneys.
- May provide back-up for other County Clerk/Recorder units and functions.
- May train and supervise seasonal and temporary employees for election functions, including registration of voters.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Policies, functions, and requirements of the County Registrar of Voters.
- Laws, rules, regulations, and legislation governing the conduct of elections, filing of petitions, and the registration of voters.
- Laws, rules, regulations, and legislation governing the public access to election documents and information.
- Proper procedures for the acceptance and filing of candidate documents.
- Election and precincting procedures.
- Public and community relations.
- Establishment and maintenance of filing and information retrieval systems.
- Account and fiscal recordkeeping.
- Office management methods and procedures.
- Computerization of election functions.
- Principles of work coordination and training.
- Fair Political Practices Commission rules, regulations and requirements.

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Ability to:

- Plan, organize, and coordinate County election functions.
- Provide training and coordination for assigned staff and temporary election personnel.
- Interpret, explain, and apply a variety of Federal, State, and County election policies, rules, procedures, and regulations.
- Read and understand statutes and instructions related to election functions.
- Work with initiative and independence while exercising good judgement in recognizing scope of authority.
- Review and establish the validity of petitions, candidate filing documents, and election results.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Oversee computerized election systems and use a computer for elections administrative support work.
- Effectively represent County Clerk/Recorder in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, and other agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least three years of office or administrative support work at a level equivalent to Deputy Clerk/Recorder II in Plumas County or five (5) years of responsible experience performing a variety of elections office/administrative support functions.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.