



# Ballot Center Supervisor

## Job Description

Department: Clerk  
Position: Career Service  
Grade: 723  
Supervisory: Supervisor  
Reports to: Assistant Director – Elections

### Summary

Under general guidance and direction of the Assistant Director – Elections, plans, manages, and supervises all ballot processing operations within the Utah County Elections Division. Oversees the secure handling, reconciliation, and processing of all ballots in compliance with federal, state, and county election laws. Provides direct supervision to assigned staff and plays a critical leadership role in ensuring and maintaining the security, integrity, and efficiency of election administration.

### Essential Functions

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

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and address personnel concerns and disciplinary actions in accordance with County policy and procedures as directed by the Assistant Director – Elections.
4. Oversee the strategic deployment, testing and maintenance of specialized election and mail processing equipment; coordinate with the Information Systems (IS) department to support hardware, software, and network components; manage the asset tracking, transport, and scheduling of vote center resources to ensure operational readiness.
5. Oversee ballot programming for Federal, State, County and Municipal Elections; coordinate with department staff to proofread reports, data, and layouts for ballot creation to ensure zero errors.
6. Direct the accuracy, reconciliation, and secure handling of all incoming and outgoing ballots; oversee processing of returned, completed ballots and undeliverable ballots to ensure ballots are prepared for scanning and tabulation in a timely manner.
7. Identify and recommend best-in-class practices, procedures, and technology solutions; create and maintain Standard Operating Procedure (SOP) documents to ensure consistency across the division.

### For Office Use Only

Job Code: 6019  
Job Title: Ballot Center Supervisor  
FLSA: Non-Exempt  
Effective Date: 3/13/2026  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

8. Provide data analysis and reporting to the Assistant Director - Elections, County Clerk, and other stakeholders regarding ballot processing metrics and system improvements; present data to audiences with varying technical levels of expertise; perform data sorts and merges and produce labels and lists from various records systems.
9. Lead the design and implementation of ballot tracking and audit procedures to ensure statutory compliance; assist with election audit and canvass report preparation to verify the integrity of election results.
10. Lead seasonal election workers and volunteers in the execution of critical phases, including equipment testing, Early Voting, and Election Day processes; oversee post-election tasks and coordinate other general information services support to ensure efficient operations.
11. Serve as the key point of contact for ballot center operations before, during, and after election cycles; provide detailed technical and informational assistance to County employees, government agencies, and the general public.
12. Design, coordinate, and assemble training videos, document templates, and instructional graphics, utilizing software such as Adobe Suite to educate staff and volunteers on election processes.
13. Perform duties as modified or assigned during times of emergency to ensure continuity of election operations.

#### **Knowledge, Skills, and Abilities**

- Knowledge of current federal, state, and local election laws, codes, and procedures, including the statutory duties of the County Clerk and ballot design requirements
- Knowledge of elections management systems, voting equipment hardware, and ballot processing applications
- Skilled in graphic design and content creation using software such as Adobe Creative Suite or other graphic design software
- Skilled in data management and analysis, including the use of spreadsheets and database systems to export, merge, audit, and reconcile election records
- Skilled in using various software applications unique to Utah County and/or the Clerk Office
- Skilled in prioritization, time management, teamwork, and communications skills
- Ability to communicate complex technical information and legal requirements effectively, both verbally and in writing to diverse audiences
- Ability to lead, train, and supervise staff and volunteers under high pressure statutory deadlines while maintaining accuracy and security
- Ability to prioritize and administer complex projects and logistical operations simultaneously
- Ability to maintain cooperative and effective working relationships with County leadership, external agencies, vendors, and the general public during the course of work activities

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**Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. This job requires frequent contact with the public, which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

**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. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors. The employee is required to type, file, and lift supplies up to thirty-five (35) pounds. The employee occasionally 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. Frequent evening and weekend work may be required during election cycles, and occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree in Political Science, Public Administration, Business Administration, Information Systems, or related field.
2. Two (2) years of experience performing administrative duties, including one (1) year of election administration experience.

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3. Equivalent combinations of education and experience may also be considered, but the one (1) year experience in elections administration is mandatory.

**Preferred Education and Experience**

1. Preference may be given to applicants with Olene Walker VOTE certification or currently pursuing certification.
2. Preference may be given to applicants with more than one (1) year of related supervisory experience.

**Additional Eligibility Qualifications**

1. Applicants must be a U.S. citizen, 18 years of age or older, and eligible to register to vote.
2. Applicants must possess Olene Walker VOTE certification or obtain certification within three (3) years in position.
3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**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.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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