



Elections Specialist II

Job Description

Department: Clerk
Position: Career Service
Grade: 718
Supervisory: No
Reports to: Elections Supervisor

Summary

Under general guidance and supervision of the Elections Supervisor, performs technical and support services for election systems and software programs. Generates reports and performs basic troubleshooting of election systems and software programs. Assists with general elections office responsibilities.

Essential Functions

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

1. Process voter registration forms received through the statewide online voter registration application, the Driver's License Bureau, the mail, and walk-in customers, as needed; examine the same for accuracy and completeness; resolve discrepancies before entering information into the voter registration database; scan and index voter registration forms.
2. Receive and process returned ballots; verify voter signatures; coordinate sorting for election day counting, as needed.
3. Process absentee ballot applications, including by mail, military/overseas, and disabled voter applications; assist with ballot scheduling (extracts), tracking, collecting, and compiling reporting statistics.
4. Troubleshoot voter data-related issues and respond to escalated issues, as needed; identify causes and suggest solutions.
5. Facilitate mailing of ballots in the most expedient manner; extract ballot-by-mail voting lists.
6. Sort and merge data to produce lists, labels, and other materials; utilize various records and software applications, as needed.
7. Place voters in correct precincts and perform analysis to identify errors; utilize GIS and other mapping software.
8. Receive and record filing fees from candidates, as needed; issue receipts, notices, and certifications; maintain records of transactions; perform simple mathematical computations.
9. Assist with proofreading reports and data for ballot creation and layout.
10. Coordinate and prepare ballots for scanning to produce election results in a timely manner.

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FLSA: Non-Exempt
Effective Date: 7/5/2023
Public Safety: No

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

11. Conduct election and ballot processing tasks.
12. Oversee processing of voter registration data using data software.
13. Support election day, early voting, equipment testing, post-election tasks, and other general information services; transport equipment to elections locations, as needed.
14. Assist with election audit and canvas report preparation.
15. Support and assist with petition and referendum set up, tracking, processing, and reporting.
16. Function as backup for Commission Clerk, as needed; attend and record proceedings of County Commission meetings; prepare, record, and maintain minutes and records of proceedings; prepare correspondence pertaining to the decisions of the County Commission; post notices and ordinances per statutory requirement.
17. Promote and coordinate special projects; plan, implement, and produce summary reports for projects, as assigned; assist with creating content and materials, as needed.
18. Assist with the creation and implementation of written procedures to ensure procedures comply with federal, state, county, and local entities.
19. Review population growth and annexations; make recommendations for precinct boundary lines and polling locations; maintain records of annexations file with the County; coordinate changes with GIS staff, as needed; update voter database accordingly.
20. Review and maintain election maps and voting precincts with GIS staff.
21. Assist with registration drives, social media messaging, and networking with other entities.
22. Perform functions of Elections Specialist I, as needed.

Knowledge, Skills, and Abilities

- Extensive knowledge of the statewide voter registration database
- 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 Office policies and procedures and laws, codes, and regulations relevant to work performed
- Skilled in providing excellent customer service
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in operating computer equipment, including hardware and software
- Skilled in word processing, data entry, and spreadsheets
- Skilled in data management and analysis using Microsoft Excel
- Skilled in using various software programs unique to Utah County and/or the Clerk's Office
- Ability to use specialized election equipment and mail processing equipment
- Ability to maintain cooperative working relationships with those contacted during work activities

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- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task effectively
- Ability to train others in basic elections systems and software program functions
- Ability to type accurately and at an acceptable rate, based on job duties

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 work in office and frequent contact with the public, which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. 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. 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 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. Occasional evening and weekend work may be required as job duties demand.

Travel

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Travel is primarily local during the business day and may include transporting equipment to locations within Utah County. Some out-of-area and overnight travel may be 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 (2) 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 work experience in elections.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

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

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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.

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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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