



# Elections Specialist I

## Job Description

Department: Clerk  
Position: Career Service  
Grade: 716  
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. Incumbent performs duties at an entry level or training level in assisting voters of Utah County.

### Essential Functions

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

1. Assist with processing voter registration forms received from 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. Assist with absentee ballot applications; facilitate mailing of absentee ballots in an expedient manner; assist with receiving returned absentee ballots and coordinate sorting for election day counting.
3. Assist with receiving returned ballots, verifying voter signatures, and coordinating sorting for election day counting, as needed.
4. Accept and process election-related petitions and provisional ballots.
5. Place voters in correct precincts and perform analysis to identify errors; use GIS and other mapping software.
6. Answer telephones and emails handling any questions or matters relating to elections; assist the public, candidates, and voters with inquiries; respond to routine elections questions.
7. Receive and record filing fees from candidates, as needed; issue receipts, notices and certifications; maintain records of transactions; perform simple mathematical computations.
8. Sort and merge data to produce lists, labels, and other materials; utilize various records and software applications, as needed.

### For Office Use Only

Job Code: 6221  
Job Title: Elections Specialist I  
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

9. Assist with maintaining current and accurate elections procedures; assist with development of new procedures, as needed.

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

- Knowledge of Utah Elections laws and procedures
- Knowledge of elections equipment and software
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of process 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 word processing, data entry, and basic spreadsheets
- 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
- 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 type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **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 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**

For Office Use Only

Job Code: 6221

Job Title: Elections Specialist I

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

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**

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. One (1) year of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. 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 Certificate 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.

For Office Use Only

Job Code: 6221  
Job Title: Elections Specialist I  
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

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.

**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 \_\_\_\_\_

For Office Use Only

Job Code: 6221  
Job Title: Elections Specialist I  
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