



# Elections Technical Lead

## Job Description

Department: Clerk  
Position: Career Service  
Grade: 720  
Supervisory: Lead  
Reports to: Elections Director

### Summary

Under general direction of the Elections Director, performs a variety of technical and support services for election systems and software programs. Incumbent must understand the major functions and capabilities of the statewide voter registration database and software programs used by other elections vendors. Incumbent is responsible for generating reports, basic troubleshooting of election systems and software programs, staging of election equipment, and maintaining the Utah County ballot center. Assists with general elections responsibilities, as needed.

### Essential Functions

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

1. Conduct and oversee a variety of election and ballot processing tasks, regularly using office equipment, computer equipment, hardware, software, and specialized election equipment and mail processing equipment.
2. Support planning, scheduling, and execution of election system processes, such as vote center equipment testing and setup.
3. Oversee ballot programming for Federal, State, County and Municipal Elections; coordinate efforts with department staff, as needed.
4. Oversee processing of returned, completed ballots and undeliverable ballots; coordinate and prepare ballots for scanning to produce election results in a timely manner.
5. Use various records and software applications to perform data sorts and merges; produce lists, labels and other materials.
6. Assist with proofreading reports and data for ballot creation and layout.
7. Track assets within the elections division; utilize asset tracking system, as needed.
8. Assist with creating and overseeing an equipment deployment plan.
9. Lead Time Limited staff and volunteers with functions related to election day, early voting, equipment testing, post-election tasks, and other general information services support.
10. Assist with election audit and canvas report preparation.

### For Office Use Only

Job Code: 3225  
Job Title: Elections Technical Lead  
FLSA: Non-Exempt  
Effective Date: 5/27/2022  
Public Safety: No

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

11. Train and oversee Time Limited staff and ensure accuracy, accountability, and compliance with governing statutes.
12. Transport, set up, maintain, and support elections equipment and related hardware, software, and network components; coordinate with the Information Systems department, as needed.
13. Create and maintain standard operating procedure documents.
14. Present data to audiences with varying technical backgrounds.
15. Provide detailed, technical, and informational assistance to County employees, other government agencies, industry professionals, and the general public related to elections.
16. Identify and recommend best-in-class practices, procedures, and technology solutions.
17. Design, coordinate, and assemble videos, document templates, and graphics in Adobe Suite and other graphic design software.
18. During times of emergency, job duties may be modified as needed, and may differ from primary duties.

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

- Knowledge of voter registration systems
- Knowledge of current federal and state laws governing ballot design
- Knowledge of Utah Election laws and procedures
- Knowledge of elections equipment and software
- Knowledge of personnel management and supervision techniques
- Knowledge of standard office practices, procedures, and equipment
- 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 designing and creating graphics with Adobe Creative Suite or other graphic design software
- Skilled in exporting data for ballot creation and management
- Skilled in transferring information to and from voter registration systems
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheets
- Skilled in data management and analysis using excel
- Skilled in using various software programs unique to Utah County and/or the Clerk Office
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- 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

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- Ability to understand broad objectives and follow general instructions
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to train and lead others in basic election system and software program functions

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a lead to some and 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 a laptop, desktop, smartphone, 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. 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 hear. 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 regularly 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 includes 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. Associate degree from an accredited college or university in business, political science, or a closely related field.
2. Four (4) years of general clerical support work experience including two (2) years directly related to elections administration.

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3. Equivalent combinations of education and experience may also be considered but may not replace the two (2) years of elections experience.

**Preferred Education and Experience**

1. Preference may be given to applicants with supervisory or lead experience.
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. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. 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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