Position Title: Election Worker
Report to: Elections Supervisor and Auditor
FLSA Status: Nonexempt

Position Description:

**BASIC FUNCTION:** Election Workers perform a variety of duties related to the processing of mail-in ballots. They work under the direction of the Elections Supervisor and/or Elections Assistant and under the general supervision of the Auditor.

**MINIMUM QUALIFICATIONS:** High School diploma or equivalent, or demonstrated ability to perform the work required. Must be a registered voter in San Juan County and willing to state personal association to political party. Must be willing to work in teams of two or more. Must be willing to question the election process if a process seems unclear or inappropriate.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. Assembles ballots in envelopes for mailing.
*2. Opens returned envelopes, separates secrecy envelopes from outer envelopes. Removes ballots from secrecy envelopes.
*3. Checks ballots for voting anomalies.
*4. Scans voted ballots for tabulation.
*5. Assists in deciding “What is a Vote” by following guidelines set by the Washington Secretary of State.
*6. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires various amounts of standing, sitting and walking, average hearing and vision. Must be able to receive and understand written and oral instructions or communication and to give verbal and written communications. Requires repetitive hand and finger movements.

**EQUIPMENT REQUIRED:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>Frequency of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>Daily Weekly Monthly</td>
</tr>
<tr>
<td>Scanner</td>
<td>X X X</td>
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**WORKING CONDITIONS:** Normal office environment. Requires willingness to work irregular hours, especially during elections.

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