Position Title: Elections Assistant     Date: Revised 3/14/2007
Reports to: Chief Deputy Auditor     Department: Auditor
FLSA Status: Nonexempt

BASIC FUNCTION:

Elections Assistant: Performs a variety of support duties for elections, including voter registration, verification of signatures, processing/tracking of absentee ballots and computer data entry. In times of potential conflict, programs and tests vote tallying equipment and acts as a public liaison. Supervises citizen ballot processing. Requires a high level of accuracy, attention to detail and good public relations skills. Must be able to perform multiple tasks while meeting strict election deadlines. Works under the direction of the Elections Administrator/Supervisor for all election/voter registration job tasks, and the general supervision of the Chief Deputy Auditor.

Financial Clerk: Responsible for providing support to the accounting division of the Auditor’s Department, including entering accounts payable and other accounting tasks as assigned. Work is performed under the general supervision of the Auditor and Chief Deputy Auditor.

MINIMUM QUALIFICATIONS: High School diploma, or equivalent, and five years of general office work experience, OR equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential job functions. Word processing and other computer experience required. Spreadsheet experience helpful. Proofreading skills and previous election experience desirable.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Serves as Deputy Registrar and is responsible for all applications for voter registrations in San Juan County in accordance with the NVRA, HAVA, Title 29 of the RCW and Title 434 of the WAC. Coordinates and synchronizes San Juan County voter registration file with the Secretary of State. Maintains voter registrations, transfers, address changes and cancellation records. Mails notice for incomplete applications and voters whose status has been changed to inactive. Processes, prints and mails voter ID cards on a regular basis. Ensures the voter registration records are processed in a timely fashion and are up-to-date by the 30 day deadline for close of voter registration prior to each election. Shares information on address changes with District and Superior Court administrators and processes information from county and public agencies regarding address changes and cancellations because of death, moves outside of San Juan County, or other reasons. Audits daily the Secretary of State Voter Registration Data Base. Works closely with the OSOS Elections Program Specialist to ensure proper execution of RCWs and WACs. Assists Elections Administrator/Supervisor with development of voter registration procedures.
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*2. Processes all vote-by-mail applications. Manages seasonal addresses, Federal Write-in Absentee Ballots, special ballots, UOCAVA ballots and e-mail/fax ballots. Creates a poll book for each election for DAU (disability access unit) voting and subsequent tracking of all DAU voters. Designs ballot matrix for Logic and Accuracy Test. Assists the public by phone, correspondence, e-mail, fax or in-person regarding election laws, voter registration, elected official and candidate information, election dates, absentee ballots and related election procedures.

*3. Responds to constituent and customer inquiries regarding program results, procedures and activities involving areas of significant public/political visibility and sensitivity.


*5. Assists Elections Administrator/Supervisor in post-election certification process: scans and approves absentee and vote-by-mail ballot signatures, giving credit for voting for absentee/vote-by-mail ballots. Responsible for the development of ballot accountability procedures. Reconciles daily with reports from EIMS, Hart InterCivic, VoteHere and the daily envelope reconciliation report. Prepares reports for the Canvass Board Review and the Canvass Board Summary. Prepares the State Reconciliation Report at Certification and the State Reconciliation Report at 30 Days.

*6. Must be proficient in the use of computer programs used in the elections office—EIMS for voter registration; Hart InterCivic for printing ballots, designing ballots, scanning and tabulating ballots; and VoteHere for ballot tracking—to provide privacy and efficacy.

*7. Publishes computer-generated reports, such as voter master lists/labels, election results, demographic precinct reports, absentee records, etc, from the voter registration system for the Auditor, Elections Supervisor, Secretary of State’s office, candidates, private agencies and the general public. Assists with research of election questions or development of special election reports.

*8. Assists with voter outreach and education of the public in voter registration/absentee issues, as directed by Elections Administrator/Supervisor. Responsible for drafting and mailing routine registration and absentee correspondence to voters.

*9. Responsible for temporary election staff. Creates work schedules, trains and supervises temporary workers in the use of elections programs and equipment used in the elections office and the proper procedures for ballot handling.

*10. Must attend a two-day elections orientation class. After one year of employment in elections, must attend at least 20 hours of continuing education and must pass a written exam, in order to be certified as an Assistant Election Administrator. After two years employment in elections and at least 40 hours of continuing education, must be certified as an Elections Administrator. Must attend at least 18 hours of continuing education annually thereafter.

*11. Assists in accounting division of the Auditor’s office as needed, and as elections’ workload permits.

*12. 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.

13. Other related duties as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.
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PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. May occasionally be required to lift objects weighting 20-30 lbs. (computer paper) with both hands and arms. This position frequently requires continuous hand and finger movement due to extensive computer work. This position also requires visual acuity at 20 inches or less to view accuracy of signatures on scanner and computer screen. The employee must be able to talk and to receive, understand and give written and oral communication and frequent hearing acuity for speech discrimination. The position requires the ability to frequently calculate mathematical problems.

The position requires the physical and mental ability to work a 12-hour day (during elections) under the stress of fixed deadlines and public demand for services.

EQUIPMENT REQUIREMENTS:

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Computer</td>
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<tr>
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</tr>
<tr>
<td>Telephone / Fax</td>
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<tr>
<td>Copy Camera</td>
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