



SPOKANE COUNTY

CLASS SPECIFICATION

ELECTION WORKER 4

JOB SUMMARY: Performs complex Election Services/Voter Registration functions for the Elections Office.

CLASSIFICATION STANDARDS

Positions allocated to this classification perform administrative support tasks that are varied, complex or technical and require the person to exercise discretion to correctly complete the work. Duties require some familiarity with laws and regulations controlling the Elections Office and with departmental functions, policies and practices. May serve as a lead worker.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

Verify authenticity of voter signatures on returned mail ballots and petitions.

Assist with Disability Accessibility Unit set up and use at Voter Service Centers and other locations as needed.

Review and process new registrations, name changes and address changes on voter registration applications.

Participate in training and/or work direction of lower graded employees or staff members.

Assist the public in understanding the voter registration process including assisting with forms and procedures.

Interpret federal and state voter registration laws and apply to elections/voter registration transactions appropriately.

Create, audit and reconcile mail ballot returns.

Review and process Provisional Ballots.

Investigate and research questioned voter signatures.

Investigate and research questioned voted ballots.

Review and prepare ballots designated for the canvassing board.

Perform duties in Mail Ballot Processing.

Performs other related duties as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: High school diploma or equivalent. One (1) year of election services. Related coursework or training may be substituted for the experience.

CERTIFICATION: Must be able to complete signature verification training upon employment.

BEHAVIORAL STANDARDS:

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

SELECTION FACTORS

Knowledge of:

- basic office equipment and office procedures, including excellent customer service skills.
- basic data entry skills.
- basic math, including ability to add, subtract, multiply and divide accurately.
- business English, composition, grammar, spelling, and punctuation.

Ability to:

- communicate effectively both orally and in writing.
- perform work with speed and accuracy, with particular attention to detail.
- work independently or in a team setting.
- develop and maintain effective work relationships with co-workers, supervisors, officials and the general public.
- accurately use a personal computer and related software to perform assigned duties.
- follow written and oral instructions.
- accurately perform complex voter registration transactions.
- successfully complete signature verification training.
- lift objects weighing up to 20 pounds is required.
- extended periods (up to eight (8) hours) of standing, pushing, reaching, and lifting objects may be required.