



ELECTIONS WORKER – EXTRA HELP

DEFINITION

Under general supervision, performs a variety of manual and clerical tasks in the preparation of elections material; assists in checking and verifying accurate processing; monitors voting centers and provides support to voters; manually counts unopened and opened ballots; processes ballots through electronic voting machines to assist with preparations for election vote counting; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Positions in this extra help class perform duties and responsibilities to assist in the elections process within El Dorado County. Incumbents are expected to perform a wide range of general duties to augment and support, rather than replace, duties of regular employees. Assigned tasks are performed on an as-needed basis, usually during peak work periods generated by preparatory and subsequent activities related to elections. Task assignments are generally routine, may be easily learned with training, and do not require continuous supervision.

Appointments to this class will be temporary at-will, short-term, and non-continuous; no permanent appointments will be made to this class.

EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Delivers voting supplies, materials, equipment, and consumables to voting centers; assists in set up and take down of voting center locations.
- Monitors voting activity at vote centers and provides support to voters; assists the public with basic questions and general information related to voting and registration.
- Counts ballot envelopes; opens and separates vote by mail ballots; ensures count of envelopes and ballots is consistent; resolves and notifies assigned staff of any discrepancies; inspects ballots and envelopes, completes batch ticket information, and enters batch entries into the computer system, as necessary.
- Duplicates damaged or write-in ballots.
- Processes ballots through electronic tabulation machines, ensures accurate processing; accounts for ballots through count verifications; completes/enters batch ticket information into a computerized system.
- Resolves ballots that are unable to be tabulated as-is by use of an electronic ballot counting system.
- Uses a computer to reconcile ballots against generated reports.
- Reviews signatures through visual comparison.

- Prepares incoming ballot envelopes for further processing.
- Identifies and resolves ballot content based on state-wide voter intent guidelines.
- Receives, labels, logs, and retrieves ballot/batch information, while utilizing forms and logs prepared and maintained daily for reconciliation purposes.
- Proofreads and verifies work throughout each shift to maintain accuracy and expected quality.
- Maintains numeric records of inventory by conducting and recording end-of-day counts of ballots.
- May deliver or retrieve ballot boxes.
- Performs office support activities such as opening and distributing department mail, processing outgoing mail, and ordering office supplies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic office methods and equipment.
- Basic mathematical calculations.
- Procedures for maintaining inventory records.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Be punctual and attend all scheduled shifts.
- Understand and carry out both oral and written direction.
- Perform routine mathematical calculations.
- Proofread documents for correctness and consistency.
- Verify and check data.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Six (6) months of paid or volunteer customer service work experience involving data entry and/or general recordkeeping and/or work experience gained as an Elections Worker or Precinct Officer or equivalent for at least one election;

OR

Completion of one semester of college or university level coursework.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver’s License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and may also work in the field where they may be exposed to inclement weather, uncontrolled temperature conditions, and be exposed to hazardous conditions and/or substances. Employees may interact with upset staff, public and private representatives in interpreting and enforcing County policies and procedures.

WORKING CONDITIONS

Must be willing to work alone or with others in remote or isolated areas; and work evenings, nights, and other off-shift hours. Pursuant to Government Code Sections 12301 and 12302, some assignments require employees over 18 years of age to be registered to vote in the State of California. Employees of such assignments will be required to provide proof of voter registration at the time of appointment.