



## ELECTIONS TECHNICIAN I/II

### DEFINITION

Under immediate and general supervision, performs a broad range of office and specialized support to the election process; provides detailed election information to candidates, voters, the press, and the public; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate and general supervision from the Assistant Registrar of Voters. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

*Elections Technician I:* This is the entry-level classification in the Elections Technician series. Initially under immediate supervision, incumbents learn and perform routine election related duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Elections Technician II:* This is the fully qualified journey-level classification in the Elections Technician series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Elections Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

This class is distinguished from Sr. Elections Technician in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more complex elections work.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides detailed, accurate information regarding the election process to candidates, voters, the press and the public.
- Prepares voting systems and equipment for elections; inspects, repairs, replaces, assembles, operates, and installs voting equipment.
- Researches, interprets, and explains complex election laws, rules, and regulations.
- Researches and compiles reports regarding election statistics for the state, other agencies, the public and the press.
- Reviews absentee ballot requests for signature matches; determines voter eligibility; determines appropriate ballot for each absentee ballot request.

- Coordinates the petition process; advises proponents of guidelines, accepting petitions and reviewing signature counts, etc.
- Identifies and sorts election and registration documents for records retention.
- Reviews Voter Registration Cards for proper registration requests; researches vital statistics information to eliminate inappropriate or double registrations.
- Reviews candidate addresses to verify the appropriate filing district.
- May perform selection of and contracting with polling places; notifies, schedules, and coordinates the work of election officers and precinct workers; maintains records regarding election activities.
- Prepares information for precinct works, such as instruction, procedures ad manuals.
- Performs data entry into specialized databases; organizes and maintains department files and logs.
- Instructs and provides training to seasonal and temporary staff regarding elections procedures.
- Assists in the administration of the Fair Political Practices Commission's mandated conflict of interest program for designated County employees, elected officials, and candidates for public office.
- Types correspondence, reports, forms and specialized election documents from drafts, notes, or brief instructions; proofreads typed material for accuracy and completeness.
- Inventories materials and supplies before and after elections; orders and maintains an inventory of appropriate supplies.
- Updates forms, maps, and documents to comply with federal, state, and local laws and regulations.
- Participates in election outreach events and programs.
- Performs related duties as assigned.

### **QUALIFICATIONS**

*Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity.*

#### **Knowledge of:**

- Applicable federal, state, and local election and registration of voters, laws, regulations, statues, ordinances, and procedures relevant to assigned area of responsibility.
- Fair Political Practices Commission rules and regulations.
- Basic inventory control methods and techniques.
- Business arithmetic, including percentages and decimals.
- Recordkeeping principles and procedures.
- Postal mailing standards and procedures for appropriate bulk mail discounts.
- 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 customer 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:**

- Understand, explain, and apply basic provisions of various California codes and regulations affecting the administration of elections and registration of voters.
- Compose routine correspondence from brief instructions.
- File documents alphabetically, chronologically, and/or numerically rapidly and accurately.
- Disassemble, inspect, repair, and reassemble voting equipment.
- Prioritize work and coordinate several activities.
- Make accurate arithmetic calculations.
- Provide training to staff.

- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Election Technician I: Equivalent to graduation from high school and two (2) years of general clerical or office support experience. Experience with the election process is desirable.

Election Technician II: Equivalent to graduation from high school and two (2) year of experience at a level equivalent to the County of El Dorado class of Election Technician I.

**License and Certification:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment (may require long and irregular work hours on a seasonal basis.), including a computer, and to operate a motor vehicle to visit various county meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as 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 with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work some evenings and weekends on an as-needed basis.