



February 2020
FLSA: NON-EXEMPT
Bargaining Unit: EH
JCN: 2610

ELECTIONS WORKER – ~~X-Help~~EXTRA HELP

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition

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

Distinguishing Characteristics

~~Incumbents of this class work on an extra-help only basis, and as such cannot work in excess of 1000 hours in a fiscal year, nor are they eligible to be transitioned into a permanent full-time position.~~**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.

EXAMPLES

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 ESSENTIAL/TYPICAL JOB FUNCTIONS (Illustrative Only)

- CountDelivers 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; openopens and separateenvelopes and separates vote by mail ballots; ensureensures count of envelopes and ballots is consistent; resolveresolves and notifies assigned staff of any discrepancies; inspectinspects ballots and envelopes, completecompletes batch ticket information, and usecomputer for enters batch entries into the computer system, as necessary.
- DuplicateDuplicates damaged or write-in ballots.

- ~~Resolve~~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.
- ~~Use~~Uses a computer to reconcile ballots ~~with~~against generated reports, ~~review~~.
- ~~Reviews~~ signatures through visual comparison ~~and correct others' work~~.
- ~~Process ballots through electronic tabulation machines, ensure accurate processing, and account for ballots through count verifications and complete/enter batch ticket information.~~
 - ~~Prepare~~Prepares incoming ballot envelopes for further processing.
 - ~~Identify~~Identifies and ~~resolve~~resolves ballot content based on ~~statewide~~state-wide voter intent guidelines.
 - ~~Receive, label, log~~Receives, labels, logs, and ~~retrieve~~retrieves ballot/batch information, while utilizing forms and logs prepared and maintained daily for reconciliation purposes.
 - ~~Proofread~~Proofreads and ~~verify~~verifies work throughout ~~each~~ shift to maintain accuracy and expected quality.
 - ~~Maintain~~Maintains numeric records of inventory by conducting and recording end-of-day counts of ballots.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
 - ~~May deliver or retrieve ballot boxes.~~
 - ~~Performs other office support activities such as opening and distributing department mail, processing outgoing mail, and ordering office supplies.~~
 - ~~Performs related~~ duties as assigned.

QUALIFICATIONS

~~Education and Experience:~~

~~Experience in customer service and working in a diverse team setting.~~

Knowledge of:

- ~~English usage, spelling, and punctuation.~~
 - Basic office methods and equipment.
 - Basic mathematical calculations.
 - Procedures for maintaining inventory records.

Skill in:

- ~~Dealing tactfully~~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 ~~general~~public in order to explain and interpret forms, vendors, contractors, and ~~procedures~~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 ~~directions~~direction.
- Perform routine mathematical calculations.
- Proofread documents for correctness and consistency.
- Verify and check data.
- ~~Exercise sound independent judgment within established guidelines.~~
 - Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
 - Communicate ~~effectively, 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 ~~and,~~ maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~work.

Education and Experience:

Other Requirements:

~~Specific positions may require a valid driver's license.~~

NOTE: ~~The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~

ENVIRONMENTAL CONDITIONS!

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

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is primarily performed indoors in an office setting. Work schedules may be non-standard and include evenings.~~

~~**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate various office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction. Frequent sitting, standing, walking and reaching; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting objects that weigh up to 15 lbs. carrying, pushing objects that weigh up to 25 lbs. Occasional bending; Infrequent lifting objects that weigh more than 15 lbs., carrying, pushing objects that weigh more than 25 lbs.~~

~~**HISTORY**~~

~~**JCN:** 2640~~

~~**CREATED:** NOV 2014 BOS Resolution #224-2014~~

~~**FLSA Status:** Non-Exempt~~

~~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.~~