



SENIOR ELECTIONS TECHNICIAN

DEFINITION

Under general supervision, provides difficult, complex, and specialized elections office support; administers the Fair Political Practices Commission (FPPC) mandated conflict of interest program for designated County employees, elected officials, and candidates for public office; and may will assign, direct, schedule, and review the work of elections office support staff, process all candidate filings, statements, measures, and proofing in preparation for use in the Voter Information Guide (VIG), and provides support for incoming envelope/ballot processing.-

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. May provide functional and technical direction and leadership to lower-level staff.

DISTINGUISHING-CLASS CHARACTERISTICS

This is the advanced-level classification in the Elections Technician class series. Incumbents functions as-at the specialist level in the Elections Technician series and have a greater level of responsibility in, performing difficult, technical, complex, or specialized elections support duties. Incumbents may also be assigned lead direction of elections office support staff while effectively scheduling, training, and maintaining the timeliness and quality of their work. Incumbents must be organized and exercise frequent use of discretion, initiative, and independent judgment. This class is distinguished from the Assistant Registrar of Voters in that the latter is responsible for planning, organizing, supervising, reviewing, and evaluating the day-to-day work of all departmental staff.

EXAMPLES OF DUTIES (Illustrative only)

- > Administers the Fair Political Practices Commission's (FPPC) mandated conflict of interest program for designated County employees, elected officials, and candidates for public office.
- > MA-monitor mandated filing deadlines; notifies and follows-up with County employees, elected official, and candidates for public office regarding the need for timely filings in order to prevent FPPC fines.
- > Meets with FPPC auditors to answer questions and provide information regarding the Election Department's processing of FPPC-related FPPC-related functions.
- > Researches and prepares press releases and announcements regarding seats for which candidates may file for office in various local, state, and federal elections.
- > Researches, explains, and reviews required campaign disclosures statements.
- > Provides detailed, accurate information regarding the election process to candidates, voters, the press, and the public; researches and provides information regarding rules and requirements for landowner elections and other special elections.
- > Researches, interprets, and explains complex FPPC and elections laws, rules, and regulations.
- Researches and compiles reports regarding elections statistics for the state, other agencies, the public, and the press.
- > Provides both online and in-person training on FPPC filings.
- Checks in and R-reviews candidate filings and signatures; ensures location requirements are met for district elections; ensures required party affiliation disclosures are included for state office filings.
- Tracks all local and state district requirements for Candidate filing documentation.

- Compiles and posts all election-eligible office and office requirements prior to each election.
- Provides both online and in-person candidate filing training.
- Participates in voter outreach efforts, including providing information and presentations at schools and other organizations.
- Assists in the review absentee ballot requests for signature matches; determines voter eligibility; may determine appropriate ballot for each absentee ballot request.
- Assists in the Review of Voter Registration Cards for proper registration requests; may research vital statistics information to eliminate inappropriate or double registrations.
- Reviews candidate addresses to verify the appropriate filing district.
- May perform selection and contracting with vote centers-polling places; notifies, schedules, and coordinates the work of election officers and precinct workers; maintains records regarding elections activities.
- Performs data entry into specialized databases; organizes and maintains department files and logs.
- Types correspondence, reports, forms, and specialized election documents from drafts, notes, or brief instructions; proofreads typed materials for accuracy and completeness.
- Verify the work of assigned temporary employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
- Serve as a resource to the public; provide answers and information regarding processes and procedures for assigned areas.
- Sort, scan, and file complex legal documents and records; maintains a variety of indexes and cross-reference files.
- Inventories materials and supplies before and after elections; orders and maintains an inventory of appropriate supplies.
- Provides second-level review of signature verification ensuring quality control of the signature verification process.
- Updates forms, maps, and documents to comply with federal, state, and local laws and regulations for candidate districts.
- May provide lead direction to elections support staff.
- Instructs seasonal and temporary staff regarding elections procedures and ensures high-quality process and work is completed timely.
- Performs complex election activities, including preparing and proofing artwork for a variety of printed materials to voters, such as voter information booklets, sample ballot booklets, and official ballots; prepare complex letters, notices, calendars, handbooks, and guides; assemble and prepare mailings to voters, poll workers, candidates, elected officials, and other agencies.
- Provides support and backup for the receipt and processing of election envelope/ballots returns, ensuring proper sorting and organization of those received envelopes/ballots.
- Designs, implements, and reviews complex procedures to increase efficiency and accuracy of processes.-
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Fair Political Practices Commission rules and regulations.
- Applicable federal, state, and local laws, codes, and regulations affecting the administration of elections and the registration of voters.
- Principles of providing functional direction and training.
- Basic inventory control methods and techniques.
- Office administrative practices and procedures, including filing and the operations of standard office equipment.

- Basic business data processing principles and the use of a personal or online computer.
- Business arithmetic, including percentages and decimals. Record keeping principles and procedures.
- Basic supervisory principles and practices.
- Correct English usage, including spelling, grammar, and punctuation.

Ability to:

- Read, interpret, explain, and apply complex rules, policies, and procedures.
- Use initiative and sound independent judgment within established guidelines.
- Compose routine correspondence from brief instructions.
- Prioritize work and coordinate several activities.
- Organize and maintain accurate files and records.
- Make accurate arithmetic calculations.
- Plan, coordinate, assign, and review the work of temporary staff.
- Provide work direction and instruction.
- Research and evaluate work problems and recommend solutions.
- Communicate courteously, clearly, and concisely, both verbally and in writing.
- Read, understand, explain, and apply provisions of various federal, state, and local laws, codes, and regulations affecting the administration of elections and registration of voters to candidates, committees, and the public.
- Apply customer service skills, including identifying customer needs and follow-up to ensure customer commitments have been met.
- Prepare and conduct training programs.
- Operating standard office equipment including a computer terminal.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Understand and carry out oral and written directions.

MINIMUM QUALIFICATIONS

Education and Experience:

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Two~~One~~ (24) years of experience with elections functions or -at a level equivalent to the County's class of Election Technician II.

Licenses and Certificates:

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

Other Requirements:

~~Must possess and maintain a valid driver's license.~~

Knowledge of:

- ~~Fair Political Practices Commission rules and regulations.~~
- ~~Federal, state and local election laws, regulations and procedures.~~
- ~~Basic inventory control methods and techniques.~~
- ~~Office administrative practices and procedures, including filing and the operations of standard office equipment.~~
- ~~Basic business data processing principles and the use of a personal or on-line computer.~~
- ~~Business arithmetic, including percentages and decimals. Record keeping principles and procedures.~~
- ~~Basic supervisory principles and practices.~~

- ~~• Correct English usage, including spelling, grammar and punctuation.~~

Skill in:

- ~~• Operating standard office equipment including a computer terminal.~~

Ability to:

- ~~• Read, interpret, explain and apply complex rules, policies and procedures.~~
- ~~• Use initiative and sound independent judgment within established guidelines.~~
- ~~• Compose routine correspondence from brief instructions.~~
- ~~• Prioritize work and coordinate several activities.~~
- ~~• Organize and maintain accurate files and records.~~
- ~~• Make accurate arithmetic calculations.~~
- ~~• Establish and maintain effective working relationships with those contacted in the course of the work.~~
- ~~• Understand and carry out oral and written directions.~~

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein ~~are representative of~~ represent 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.

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

ENVIRONMENTAL CONDITIONS:

Work is primarily performed indoors in a standard office setting; may require long and irregular work hours on a seasonal basis.

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

HISTORY

JCN: 2609

Created: JUL 2000

Revised: APR 2013

Revised: NOV 2022

