

## CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
ELECTIONS TECHNICIAN	\$13.38/HR	12/19/2014

WEBER COUNTY CLERK/AUDITOR - ELECTIONS - FULL-TIME WITH BENEFITS

**JOB SUMMARY** *Under general supervision of the Elections Administrator, performs a variety of specialized clerical and computerized elections services; provides direction, procedures, and election information to and for the public, government officials, candidates, and others.*

**MAJOR DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Assists with the voter registration process, which includes: managing receipt of incoming registration forms from all sources (by mail, drivers license, electronic, and other); maintaining up-to-date procedures for processing all registration forms within VISTA, overseeing proper storage of registration records (both hard copy and e-copy), the removal of deceased voters, the handling of returned mail pieces, and the confirmation card process.

Assists with preparing election voting equipment and performing tests on equipment; maintaining equipment; preparing and organizing election supplies; maintaining inventory of supplies and ordering supplies as necessary or instructed.

Participates in election planning and problem solving activities; assists with election projects and preparing materials for election services; participates in election preparation as requested and assigned.

Maintains records, files, indexes, registers and books according to established methods and procedures; compiles and tabulates data for records and reports.

Understands, interprets, and applies knowledge of Utah and federal election laws to accurately assist with federal, state, county, municipal, special district and bond elections.

Understands, interprets, and applies knowledge of the National Voter Registration Act (NVRA) to comply with federal regulations pertaining to voter registration file maintenance, confirmation notice regulations and accuracy in preparing and auditing information from various statistical reports.

Understands, interprets, and applies knowledge of the Health America Vote Act (HAVA) to comply with federal regulations regarding ADA compliance, absentee ballot requirements and voter outreach.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS** *Graduation from an accredited college or university with a Bachelor's Degree, AND Two (2) years of experience in a position equivalent to the election Technician; OR An acceptable combination of education and experience may be considered.*

**SPECIAL QUALIFICATIONS:** Employee driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code and must possess a valid Utah Drivers License and have a good driving record.

Customer service, modern office practices and procedures, operation of standard office equipment including word processing, computerized data systems and terminology

Testing and operating election voting equipment; operating modern office equipment; operating all applicable computer hardware and software with some background in MS Excel; reading maps to identify voter precincts.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: Interpret laws, regulations and policies; understand and apply knowledge of Utah Election Laws and election-related topics and trends; prioritize and perform tasks concurrently; work under limited supervision; accomplish work in a timely manner with high quality results; lift, carry, and otherwise move objects/equipment weighing up to 65 lbs; perform basic math computations; follow written and verbal instructions; ability to communicate effectively verbally and in writing with the public and other employees; ability to establish and maintain effective working relationships with supervisors, employees and the general public.

TOOLS AND EQUIPMENT USED Personal computer, including spreadsheet, word processing software, election database and tabulation systems; voter precinct and city road maps, election code books, printers, copy machine. Voting equipment (including electronic voting equipment). Use of other equipment related to the set-up of precinct polling locations.

PHYSICAL DEMANDS The physical demands described here 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 functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 65 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSING DATE: JANUARY 5, 2015

APPLICATION AVAILABLE AT [www.co.weber.ut.us](http://www.co.weber.ut.us) and MUST BE SUBMITTED TO:  
Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401  
EOE - DRUG & BACKGROUND TESTING REQUIRED