



ELECTIONS CLERK 2

Department: Auditor's Office
Job Class #: 475500
Pay Range: General 19

FLSA: Non-exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible and moderately complex support work in the Elections Division of the Pierce County Auditor's Office. An employee in this class coordinates and performs various aspects of an election. Duties may involve different processes, tasks, and methods where a significant degree of interpretation is necessary. Results affect the accuracy and reliability of the election process. Discretion and judgment are used in selecting the most appropriate guidelines, references and procedures. Situations to which existing guidelines cannot be applied are typically referred to an Elections Specialist or Elections Supervisor.

SERIES CONCEPT: The Elections Clerk 2 classification is the second level of a two level series classification. It is distinguished from the Elections Clerk 1 classification by performing more substantive work; increased volume and the use of complexity of guidelines.

ESSENTIAL FUNCTIONS:

- Understand content, intent, and applicability of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) as they apply to election activities.
- Coordinates, performs and completes multiple duties and assignments concurrently and in a timely manner.
- Processes records using the state voter registration database.
- Prints ballots on demand.
- Responds to customers using the PC Elections email account.
- Assists on special projects.
- Researches voters' records to ensure proper counting of ballots.
- Assists Election Specialists as assigned.
- Provides information for candidates regarding candidate filing.

As well as EC1 essential functions as provided below:

- Registers new voters, updates voter addresses and researches voter registration records.
- Provides customer service information at the front counter and over the telephone.
- Performs clerical responsibilities; type, file, answer the telephone, organize, maintain, and retrieve information from computer files, ensures correct grammar, spelling, punctuation, and capitalization.
- Receives fees associated with the election process. May determine fees according to fee schedule, prepare receipts and document fees to be applied.
- Organizes and maintains computer and paper files. Retrieves information, files, documents, and records. Enters data information into computer files, records, or other related documents.
- Provides backup and works closely with other Division employees.
- Assists in proofing election related material.
- Help to coordinate, process, and mail ballots according to state regulations.
- Performs ballot processing activities.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Works a flexible schedule, which may include evenings, weekends, holidays and overtime.

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- Performs the physical requirements of the position; work within the established working conditions of the position.
- Meets travel requirements of the position.

OTHER JOB FUNCTIONS:

- May coordinate and oversee the activities of temporary extra-hire workers hired to assist with election activities.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Direction may be received from an Elections Specialist. Supervision is received from the Election Supervisor and Elections Manager. Supervision is of a general nature, where completed work is reviewed for thoroughness, accuracy, timeliness, and compliance with regulations, policies, and procedures. Discretion and judgment are used in selecting the most appropriate guidelines, references, and procedures. Situations to which existing guidelines cannot be applied are typically referred to an Election Specialist.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Elections Clerk 2 works in an office environment and/or in the field on a regular basis. Due to the nature of the work, the incumbent may be exposed to situations of a highly emotional nature; incumbents are expected to use verbal skills to independently resolve interpersonal situations to achieve desired results. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Work is subject to frequent interruptions, angry or volatile customers and occasional above average office noise. Frequent alternating from a seated to a standing position throughout the day is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, extended standing, bending/stooping, pushing/pulling, overhead lifting, and minimal unassisted lifting up to 35 lbs. associated with the job duties is required. Travel to various work sites throughout the region is required; public transportation may not be available to all locations required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- General office policies, procedures, and tasks, including clerical duties.
- Spelling, punctuation and other rules of grammar.
- RCWs and WACs as they apply to the Elections Division.
- Cash-handling procedures and the ability to maintain detailed records.

Skill in:

- Organizing, prioritizing and managing multiple tasks with unlimited interruptions.
- Operate personal computers, office software, and other related office equipment.
- Applying the proper procedures and law to specific election-related activities.
- Proficiency using Microsoft Word, Excel and PowerPoint is preferred.

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Ability to:

- Work with little supervision, exercise independent judgment, and manage time effectively.
- Maintain accurate files and pay close attention to detail.
- Perform data entry at an acceptable level of proficiency as required by the position.
- Work with the public and maintain composure while working under stressful conditions and tight time constraints.
- Establish and maintain effective working relations with co-workers, public and private officials, and the general public.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Understand and follow written and verbal instructions.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions of the classification.
- Meet the travel requirements of the position, if any.

MINIMUM REQUIREMENTS TO APPLY: Three years of clerical experience is required. Two years of experience as an Election Clerk 1 and/or Certification as an Elections Administrator under (WAC) and (RCW) regulations is preferred. Additional education or related experience may be substituted equally for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Employees in this class may be limited as to vacation during the primary and general election season and will be required to work extended hours, on-call, or alternate hours during an election cycle.