

*Code: 1589*

*Title: ELECTIONS COMPLIANCE OFFICER*

**SUMMARY:** Plans, coordinates, monitors and participates in administrative and operational activities required to maintain compliance with state and federal election regulations.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, coordinates, monitors and participates in administrative and operational activities required to maintain compliance with state and federal election regulations;

Prepares requisite drafts of specific new procedures or processes for preclearance by regulatory agencies in compliance with state or federal laws or other regulatory requirements;

Maintains records of preclearance activities and compliance with submission requirements;

Serves as liaison between department and regulatory agencies;

Coordinates the compilation and submission of requisite reports to regulatory agencies;

Creates and maintains roster of precincts requiring bilingual board workers on election days;

Coordinates the maintenance of pool of potential board workers who have bilingual skills;

Ensures board worker records contain bilingual skill proficiency designation;

Coordinates voter outreach efforts to educate the public on voting procedures and solicit bilingual board workers;

Coordinates the dissemination of information to the disabled community on the availability of department services, through a variety of media including website updates, annual mailings, public information brochures/flyers/announcements and public presentations;

Receives requests for, and coordinates the production and distribution of, alternative formatted election information and ballots;

Ensures Department compliance with the Americans with Disabilities Act (ADA) with respect to facilities utilized in the elections process;

Prepares grant requests to improve facilities used in the elections process that do not comply with the ADA;

Designs, implements, evaluates and maintains surveying methods to capture voter assistance needs, program efficiency and media resource allocations;

Develops public feedback tracking systems to capture voter complaints and concerns, allocate to the appropriate division for resolution and record actions taken to rectify issues identified.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- state and federal laws, rules and regulations pertaining to elections;
- principles and practices of effective customer service;
- business English;
- the ADA;
- resources and services for disabled individuals within the local community;
- techniques for making effective presentations both orally and in writing.

Skill in:

- planning, organizing and coordinating multiple activities ongoing at the same time;
- establishing and maintaining effective working relationships with others;
- writing professional and technical reports;

- communicating complex and technical local, state and federal laws and requirements to laypersons not familiar with elections processes or procedures;
- preparing clear, concise and persuasive written reports;
- using tact, independent judgment, discretion and prudence in dealing with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business, public administration, government, political science or other closely related field as identified by the appointing authority and four years of professional-level administrative experience in city, county, state or federal agencies.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Must be a registered voter at the time of appointment. Must obtain State of Arizona, Election Officer Certification at the earliest opportunity, after appointment, afforded by the training schedule set forth by the Arizona Secretary of State in compliance with ARS 16-407. All positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required certification/licensures shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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