

Code: 1591

Title: ELECTIONS TECHNICIAN

SUMMARY: Maintains and issues election materials in support of the election process and for disseminating elections information to the electorate.

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

Assists in ordering supplies and preparing voting machines and other elections equipment;
Inventories and stores voting machines, election equipment and supplies;
Assists in transporting and delivering voting machines and supplies to polling places;
Assists in the updating of precinct and district maps;
Repairs, cleans, and maintains voting machines periodically and after each election;
Organizes ballots, instructions and other materials required for each voting location;
Receives, safeguards and participates in processing election ballots and returns;
Supervises and assists in the training of temporary employees hired for election work;
Receives and files nomination form;
Assists in identifying signature requirements necessary for the candidate or proposition to be placed on the ballot;
Assists state and local agencies in administering election activities and participates in coordinating election activities with other government agencies or departments;
Updates forms and documents to comply with federal, state and local laws and regulations;
Assists in the preparation of reports regarding voter population, registration, ethnic group, sex and other reports as required;
Secures election equipment post election in the event of a contest or recount;
Assists in the preparation of payroll for election workers.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and techniques involved in the ordering, receipt, storage, inventory and disbursement of election supplies, voting machines, and related equipment;
- election procedures;
- office procedures and practices;
- maintenance of election equipment;
- the principles and practices of supervision.

Skill in:

- reading and interpreting complex district maps;
- performing the technical work necessary in conducting county-wide elections;
- setting up voting machinery;
- organizing and coordinating election procedures;
- making minor repairs and adjustments on voting equipment;
- communicating effectively, both orally and in writing;
- supervising and coordinating the work of others.

MINIMUM QUALIFICATIONS:

Two years of experience in election functions and voting machine preparation and distribution or an equivalent combination of training and experience as defined by the appointing authority.

OTHER REQUIREMENTS:

Licenses and certificates: Possession of a valid Arizona Drivers License with appropriate endorsement(s), as defined by the appointing authority. Certification by the State of Arizona as an election worker required by the end of probation or within one year of entry into the classification.

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

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

Pima County

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