

Code: 1592

Title: ELECTIONS TECHNICIAN - SENIOR

SUMMARY: Participates in the supervision and training of elections personnel and the administration of elections activity.

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

Supervises and participates in activities involved in inventory control, ordering, receipt, delivery, and storage of election equipment and supplies;
Researches election laws and regulations and prepares reports regarding impact on County election procedures;
Supervises the preparation of the ballot order;
Participates in preparing forms;
Receives and files nomination forms;
Assists in generating signature requirements necessary for the candidate or proposition to be placed on the ballot;
Supervises and coordinates requisite training of election office and warehouse personnel;
Coordinates the transportation and delivery of voting machines, supplies and equipment to polling places;
Makes minor adjustments to voting machines to ensure functionality and operability prior to use by the public;
Demonstrates voting machine operation and explains voting procedures to the public and elections workers;
Participates in updating precinct and district maps;
Assists State and local agencies in administering election activities;
Participates in coordinating elections activities with other government agencies or departments;
Assists in the training of subordinate and volunteer staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- precinct boundaries of County, municipal and other agencies;
- basic operating principles of voting equipment and procedures for operation;
- principles and practices of inventory control;
- pertinent laws and regulations;
- elections procedures;
- principles and practices of supervision;
- office procedures and practices.

Skill in:

- organizing and coordinating election procedures;
- effective inventory control and management;
- making minor adjustments and operator-level maintenance of voting equipment;
- preparing precinct boundaries;
- communicating effectively, both orally and in writing;
- maintaining records and preparing reports;
- supervising and coordinating the work of others.

MINIMUM QUALIFICATIONS:

Three 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: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure 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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