

*Code: 9994*

*Title: ELECTIONS WORKER*

**SUMMARY:** Performs routine tasks in support of Pima County elections according to detailed instructions. This is intermittent and specialized by its requirements to assure all work complies with local, state, and federal voting program requirements.

**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 Pima County voters and the election process as a precinct worker, troubleshooter, or in the elections warehouse;  
Prepares polling location by arranging tables/chairs, inventory supplies, setting up machines, privacy booths and putting up signs, etc.,  
Greet and assists voters at the polling place;  
Travels to assigned precinct(s) and performs troubleshooting and problem solving;  
Moves and transports election materials and equipment;  
Maintains security and confidentiality of information created or encountered in the performance of assigned duties.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- local, state and federal election process, laws, rules and regulations;
- election documents;
- techniques of customer service;
- voting practices and procedures.

Skill in:

- interpreting and applying local, state and federal election process, laws, rules and regulations, policies and procedures;
- assisting with organizing, coordinating and facilitating elections;
- communicating effectively and interacting with the public and providing customer service;
- verifying and processing election documents.

**MINIMUM QUALIFICATIONS:**

Currently a registered voter in Pima County.

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Current voter registration in Pima County, as required by Arizona State law, is required at time of appointment and must be maintained as a condition of employment. Incumbents must attend the mandatory Pima County election training class prior to each election. Incumbents must be able to read, write and understand English. Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to maintain required licensure/registration/certification shall be grounds for termination.

**Special Notice Items:** Must be 18 years of age or older and be able to travel throughout the county.

**Physical/Sensory Requirements:** Physical and sensory requirements 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

7/1/86  
Updated 1/7/14(lsg)