Cascade County

Job Vacancy Announcement

Position: Elections Specialist	**Closing Date: March 26, 2013**
County Department: Elections Office	**Dept. Admin.: Rina Moore**
Type of Position: Full-Time **Multiple Positions**	**Salary: $14.16 per hour** **Must join Teamsters Local #2 Union**
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. **All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.**	

POSITION DESCRIPTION

Performs a wide variety of specialized clerical duties related to voter registration file maintenance, preparation for, and conduction of elections in a non-partisan manner. Prioritize and manage multiple tasks in compliance with state and federal laws, rules, and regulations and at the direction of the Elections Supervisor.

JOB REQUIREMENTS

Knowledge and understanding of: Montana election and registration laws; election office procedures; modern office equipment, computer systems, and proprietary software application, practices, procedures and techniques; office record keeping and reporting systems; organizational and time management practices; English composition, spelling and grammar; editing and proofreading techniques; and effective verbal and written communication skills.

Skills in: Operating variety of office equipment including multi-line telephones, multi-functional copiers, printers, scanners, envelope openers, folding machines and election equipment; multiple software programs including data processing of input and output reports; evaluating data to prepare clear and concise reports; cash handling techniques and practices; managing multiple deadlines and projects simultaneously; strong organizational skills; and providing customer service in a courteous, professional manner.

Ability to: Establish and maintain cooperative and professional working relationships with coworkers, agencies, the public, and the media; work efficiently, independently and as a team member; operate under stress in a fast-paced, transparent environment; provide a high level of accuracy in all data products; multi-task; be flexible with work assignments; share personal workspace with public observers; willingness to work overtime; willingness to accept division parameters for vacation times; and provide backup to other positions as needed.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have three (3) years of progressive office experience in a team environment, preferably including one (1) year in an election-related environment or any satisfactory equivalent combination of education, training, and/or experience relevant to the position. General office experience preferred. The successful applicant must be able to read, write, speak, and understand English; basic math (add, subtract, multiply, divide); deductive, inductive and cognitive reasoning; independent judgment and decision making skills.

The successful applicant shall serve a 6 month probationary period and must join the Teamsters Local #2 Union. The successful applicant may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Applicant must possess and submit a copy of valid Montana Driver's License issued by the State of Montana; a good driving record is required.

***Notice to Applicants*:** Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER