



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Elections Specialist**
Schedule: **Full-time with Benefits**
Department: **Clerk & Recorder's Office**

Salary: **\$18.15 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Sandra Merchant**

Education/Experience/Training:

- High School Diploma, GED or HSE required.
- Three (3) years of progressively responsible office experience in a team environment, that preferably includes one (1) year in an election-related environment and one (1) year of legal experience and terminology.
- **Or** any satisfactory equivalent combination of education, training and/or experience relevant to the position and which would provide the opportunity to acquire the required knowledge and abilities.

Certifications:

- Valid Driver's License issued by the State of Montana or the ability to obtain within thirty (30) days from date of hire.

JOB SUMMARY

The Elections Specialist performs a wide variety of specialized clerical and administrative duties related to voter registration processing and file maintenance, assisting with the preparation and conduction of elections in a non-partisan manner and certifying petitions for inclusion on the County ballot in accordance with Montana Election Codes and other applicable local, state and federal laws, rules and regulations. Duties include collecting accurate voter information, processing registrations, changes, and deletions, ensuring adequate election supplies are on hand, scheduling election judges, preparing and distributing official election registers, coordinating absentee voting, counting cast ballots, providing support to the canvassing board, verifying and certifying submitted petitions, and performing other related duties associated with the elections process as required or assigned by the Elections Supervisor.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Register voters, issue certificates of registration, research voter information and verify registration to ensure fair elections take place in the County according to policies and laws, enter new voters into statewide database system with speed and accuracy, change voter information, and correct registration information as necessary, note voters address a review various maps to properly assign districts to voter registration based on address locations and process change of address registrations and modify district assignments as appropriate; Review voter registration cards to ensure accuracy and completeness, identify missing information and provide assistance to the public in correctly completing cards, update registrations as necessary by locating original card and verifying new information and file completed voter cards according to departmental policies; Respond to public inquiries by telephone or at the counter concerning general information regarding election activities, including location of polling places, absentee voter applications and ballots to ensure efficient customer service and to promote the democratic process to county citizens; Answer questions within established procedures regarding Montana elections laws, campaign disclosure forms, filing deadlines, and requirements for filing nomination papers to ensure citizens are informed with accurate and timely voting information; Receive and file oaths of office and Nominating Petitions for Office, C-1-A forms, and various other candidate forms, maintain records of initiative petitions being circulated, and verify signatures on initiative petitions according to County policies and laws; Distribute or mail polling place cards to voters to notify them they are registered, to inform them where they vote, and which districts they are in, ensure that all voter registration cards are processed within the 30-day close of registration before each election; Maintain records of all elected officials, including election date and terms of office, maintain results of all elections by jurisdiction to ensure information is accurate and available; Monitor and maintain inventories of election supplies including inventory registers, poll books, and all other supplies needed by election judges for County precincts to ensure elections are held in accordance with all applicable laws, generate registers from computer and bind and alphabetize each one, prepare poll books, and compile ballots, booths, law summaries, instructions, poll books, precinct lists and other supplies as needed; Schedule election judges for all precincts in the County to ensure each polling place has an adequate number of election judges; Conduct and monitor absentee voting by verifying that each person may vote in the election, completing required documentation, providing appropriate absentee voting supplies, tracking received ballots and placing them in a secure location, and entering the names of absentee voters into official registers and poll books according to departmental policies and laws; Prepare ballots for printing to ensure appropriate layout according to applicable laws, format candidates' names and position information on ballot according to established guidelines, submit ballots for printing, assemble and pack precinct supplies, deliver supplies as required and operate ballot counting hardware; Prepare and distribute mailing ballot packets to ensure voters who cannot make it to the polls have an opportunity to vote according to policies and laws, include all required voting materials and information, maintain records of ballots sent, and track returned ballots and verify signature on all ballots and maintain ballots in a secure location until day of counting; Assist in monitoring early voting procedures, primary, special election and Election Day voting for registered voters, ensure elections are held in accordance with established policies and applicable laws and monitor the security of election records, ballot boxes, voting equipment, and other items used in the election process; Maintain absentee voter module and processes absentee ballot requests in accordance with the Federal Voting Assistance Program (FVAP) and the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA); Assist in receiving, processing, counting and securing returned Vote-By-Mail ballots; Process County, city and district

annexations and update elections addressing system based on voting jurisdictions and assist with jurisdictional mapping; Receive, review and process candidate filings; initiative, referendum and recall filings and voter pamphlet filings; Maintain implemented procedures related to voter eligibility and adhere to and enforce local, state and federal election laws, rules and regulations; Strictly adhere to, comply with and enforce all local, state and federal election laws, rules and regulations to all phases of the election process to voters, candidates and political parties; Compile and evaluates required voting statistics and reports; Attend workshops, seminars and educational sessions/trainings to keep updated and current on practices, procedures and innovations in registering voters, administering elections, recruiting and training election board workers and other matters related to the election process; Provide training to temporary staff and election board workers; Drive a motor vehicle for the purposes of conducting official election business including pick-up and delivery of equipment and ballots from official ballot drop sites and post offices and the retrieval of records from County Archive building and other work site locations and assist in setting up and tearing down of the election facility; Provide support to Elections Supervisor and the main Clerk & Recorder's Office; Establish and maintain positive and professional working relationships with co-workers, customers, political parties, candidates and state and local agencies; Strictly adhere to and comply with Elections Office and County policies, procedures and regulations, including but not limited, to the restrictions of political campaigning while on the job during working hours; Work long hours and multiple shifts and weekends during election cycle with dependable, regular and punctual attendance, which can include 10-hour days, Monday through Sunday during election cycles leading up to an Election Day and in excess of a 24-hour day on Election Day. Perform other duties as required or assigned.

Knowledge and understanding of:

State and County election and registration laws, rules and procedures and Election Office practices and procedures; Local geography and corresponding voting precincts; Office and election-related equipment, computer systems and proprietary software applications, practices, procedures and techniques; Office record keeping and reporting systems; Strong organizational skills and time management practices; Effective verbal and written communication skills; English usage, spelling, grammar and punctuation; Professional customer service and phone etiquette; Basic arithmetic calculations (add, subtract, multiply, divide); Confidentiality privacy and security rules; Independent judgment and decision-making skills; Election Office and County rules, policies, procedures and functions; County safety rules, procedures and practices.

Skills in:

Operating variety of office and election-related 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; Proof-reading and evaluating data to prepare clear and concise reports; Independently verifying the compliance and accuracy of documentation; Organization and managing multiple deadlines and projects simultaneously; Courteous and professional customer service.

Ability to:

Proficiently operate a computer and election-related equipment to complete required job duties; Compare and check names and numbers accurately and quickly; Understand and apply rules, regulations, ordinances and state and federal legislation; Plan and organize research and statistical work relating to the various aspects of administration and general management of the election process; Analyze situations and make logical conclusions; Operate under stress in a fast-paced, transparent environment; Provide a high level of accuracy in all data products; Be flexible with work assignments and be willing to work overtime; Accept Election Office parameters/limitations for vacation times; Share personal workspace with public observers; Participate fully as support to a service area or areas; Provide backup and support to co-workers; Comply with Office and County policies, procedures and regulations; Work under pressure and with many members of the public at the same time interact with the media, other agencies and employees in a professional, respectful and courteous manner; Interact in a professional and non-judgmental manner with individuals of diverse backgrounds and upset individuals; Practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations; Deal with conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities; Establish and maintain professional and effective working relationships with co-worker, elections officials and the public; Communicate in a professional and effective manner with others, both orally and in writing; Multi-task; Perform job duties with minimal supervision; Maintain strict standards of confidentiality; Work efficiently independently or as a team member; Observe work hours and demonstrate punctuality; Perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

This position is covered by and subject to the Collective Bargaining Agreement by and between Teamsters Local Union #2 and the Cascade County Office and Clerical Employees.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form 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