



Class Code: 04-0383
FLSA: Non-Exempt
EEO: 04
Bargaining Unit: 04
Revised: 10/2020

ELECTIONS ASSISTANT, SENIOR

DEFINITION

Under general supervision, performs a variety of administrative and general support duties for Lake County elections and voter registration functions in accordance with applicable laws, regulations and policies; explains voter registration and election procedures to the public, officeholders, candidates, committees and local entities; enters and maintains data into an electronic system; prepares, sends and processes correspondence, affidavits of registrations, candidate filing documents, petitions, and ballots; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the experienced, journey level class in the Elections Assistant series. Incumbents lead, coordinate, and perform a wide variety of support duties to assist with the administration of elections held in Lake County. Incumbents must have considerable knowledge of elections procedures and requirements and the ability to apply election policies, laws, and regulations in the performance of work assignments. This class is distinguished from Election Assistant I because an Election Assistant, Senior may serve as a lead worker and performs a broader range of duties requiring greater knowledge and independence. Incumbents will be required to work irregular and extended hours of evenings, weekends, holidays during election sessions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Registrar of Voters or the Registrar of Voters. May provide lead direction, work coordination, and training to other staff, as assigned.

EXAMPLES OF DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Performs a variety of administrative, staff, and office duties in support of elections functions; may provide lead direction, work coordination and training to lower level staff as assigned.
- Assists customers and members of the general public at the front counter, on the office phone, and by email; explains voter registration and election procedures to the public, officeholders, candidates, committees, and local entities.
- Complies with applicable laws, regulations and policies, including the National Voter Registration Motor Voter Act and the State of California's Cal Voter I and Cal Voter II requirements.
- Distributes, processes, and maintains affidavits of registrations.
- Enters and maintains all voter registration data into an electronic system; creates associated reports and proofs all data; generates voter indexes.
- Prepares, sends, and receives voter notifications and correspondence,
- Prepares, distributes, receives, and verifies candidate filing documents.
- Issues, processes, and verifies absentee and provisional ballots.
- Maintains and updates street index files and precinct maps.
- Prepares requisite elections reports and reimbursement statements.
- Receives and processes various petitions.

- Assists with preparing and assembling supplies for precincts and receiving returned precinct supplies.
- Assists with the preparation, inventory, and maintenance of a wide variety of voting equipment and elections data.
- Assists with canvassing election results.
- Operates a wide variety of office equipment, including computers; operates and maintains specialized election information systems; confers with software and hardware vendors regarding problems and maintenance.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of work coordination, planning, and lead direction.
- Modern office methods and procedures.
- Elections functions, laws, regulations, and requirements.
- Good public relations techniques.
- Advanced file maintenance and information retrieval systems.
- Computers and standard business software used in office and administrative support work.
- Computerized election systems and software.
- Mathematics.
- Correct English usage, spelling, grammar, and punctuation.
- Account and fiscal record keeping.

Skill and Ability to:

- Perform a variety of difficult and complex elections support functions.
- Provide work coordination, planning, and lead direction for other staff.
- Effectively represent the Registrar of Voters in responding to inquiries and providing information and assistance about elections.
- Read, understand, and interpret applicable state, federal, and local ordinance, laws, rules, regulations, and legislation governing the conduct of elections, filing of petitions, and the registration of voters.
- Establish the validity of candidate filing documents and Conflict of Interest Statement.
- Follow oral and written directions.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Gather and organize data and information.
- Maintain and update records and reports.
- Operate and use a wide variety of office equipment, including a personal computer and computerized election software.
- Read and interpret maps, drawings, and property documents.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Education and Experience:

Three (3) years of previous work experience performing a variety of office and administrative support work requiring considerable public contact, including one (1) year of experience comparable to that of an Elections Assistant I with the County of Lake.

Special Requirements:

Possession of a valid California driver's license.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.

Special Work Hours: Positions assigned to the Registrar of Voters are required to work irregular and extended hours evenings, weekends, and holidays during election sessions.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, poor ventilation, and underground, confined or restricted workspaces. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

Travel: Positions in this class may require local and statewide travel as necessary.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.