

# SNOHOMISH COUNTY JOB DESCRIPTION

## BALLOT DROP BOX – BALLOT PREP

Spec No. 9175

### BASIC FUNCTION

Weigh and prepare ballots for processing. Transport ballots to off-site location.

### JOB DUTIES

1. Prepare ballots for processing.
2. Secure ballots for transportation.
3. Maintain appropriate paperwork.
4. Operate a county-owned motor vehicle.
5. Follow applicable Washington State law and Snohomish County Elections Department policies and procedures.
6. Other duties as assigned.

### MINIMUM QUALIFICATIONS

Must be 18 years of age and have a valid Washington State Drivers license. Must pass a criminal background check.

Applicants will be required to submit a three (3) year abstract of driving record. A job offer will be conditioned on satisfactory results of a driver's abstract.

### KNOWLEDGE AND ABILITIES

- Lift at least 55 lbs with a partner.
- Able to visually identify ballot envelopes from other materials.
- Possess basic math and writing skills.
- Able to communicate effectively.
- Able to learn, retain and follow instructions (oral and written) accurately with minimal training.
- Positive, enthusiastic and cooperative work habits.

### WORKING CONDITIONS

Will be driving/traveling in a vehicle with a partner.

Sitting/standing for extended periods of time, reaching, bending, kneeling, crouching, ability to lift and carry up to 55 pounds with a partner repetitively.

Successful seasonal help may be asked to return to work future elections.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: June 2012

EEO Category: 6 – Office and Clerical

Pay Grade: Minimum Wage Range - \$13.50 per Hour

Workers Comp: 5306 Non-Hazardous