SNOHOMISH COUNTY JOB DESCRIPTION

BALLOT PROCESSING SPECIALIST

Spec No. 6048

BASIC FUNCTION

To coordinate and lead ballot processing and tabulation operations; maintain and support ballot tabulation and accessible voting equipment; recruit, hire, train and supervise seasonal elections workers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Recruits, hires, trains, and supervises seasonal elections assistants and seasonal process coordinators on ballot processing and tabulation policies and procedures; prioritizes and assigns daily work.

2. Maintains ballot processing and tabulation policies and procedures; responsible for security, quality control and daily accountability of ballots; maintains ballot processing and tabulation inventory and supplies.

3. Develops, recommends and implements procedural changes and training materials relating to processing and tabulating ballots.

4. Conducts pre and post-election audits to ensure ballot and tabulation software are functioning correctly.

5. Maintains ballot adjudication stations, ballot scanning and tabulation equipment and accessible voting equipment to meet state and federal certification standards.

6. Utilizes election specific applications and spreadsheets to collect data and prepare reports.

7. Performs all job duties of a voter registration examiner as required.

8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor’s degree in operations management, public administration, political science or related field. Three (3) years of increasingly responsible experience in administering programs/operations. Two (2) years of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous experience in the administration of elections preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.
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Must acquire and maintain election administrator certification through the Washington State Secretary of State’s Office within three (3) years of hire.

Elections and Voter Registration Division employees may have limited vacation opportunities during election seasons and may be required to work extended hours or alternate hours during an election cycle.

PHYSICAL REQUIREMENTS

Ability to lift objects weighing up to 30 pounds. Extended periods of standing, pushing, reaching, and lifting objects may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the elections process
- office practices and procedures
- training, teaching and evaluation practices and methods
- supervisory methods and techniques
- presentation and public speaking techniques
- Microsoft Office applications
- project management techniques

Ability to:

- understand, explain and apply federal, state and local election laws, rules and regulations
- coordinate, supervise and evaluate the work of seasonal staff
- organize and coordinate processes and tasks
- exhibit positive, enthusiastic and cooperative work habits
- present a professional attitude and appearance
- participate in continuous improvement activities within the division/office
- operate with a high degree of accuracy
- establish and maintain effective work relationships with superiors, peers, subordinates and the public
- communicate effectively both orally and in writing
- resolve issues and make decisions effectively under pressure while meeting strict deadlines
- maintain necessary records and prepare required reports
- exercise initiative and use sound judgement to make decisions within scope of authority
SUPERVISION

The employee receives supervision from the Election and Voter Registration Supervisor. The employee is responsible for the quantity, quality and accuracy of the work produced by seasonal staff. The employee plans and carries out functions in accordance with written and/or verbal instructions, policies, procedures, and accepted practices.

WORKING CONDITIONS

Work is performed in an office environment; however, work assignments may be off-site including warehouse-type environments. The employee is required to work overtime hours and/or weekends and/or split shifts as necessary to meet the workload of the division during elections. Occasional travel is required.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request. [EEO policy and ADA notice]

Class Established: January 1986 as Elections Publication and Scheduling Technician
Re-titled and Revised: November 2001 Poll Worker and Voter Outreach Technician
Re-titled and Revised: July 2007 as Ballot Processing and Voter Outreach Technician
Revised and Re-titled: May 2009 as Ballot Processing Center Specialist
Revised and Re-titled: January 2022
EEO Category: 6 – Administrative Support
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous