

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTION AND VOTER REGISTRATION EXAMINER I

Spec. No. 6049

BASIC FUNCTION

Receive, verify and process voter registration applications; provide the public and multiple constituencies with voter registration and elections information; issue ballots; serve as the primary customer service representative for the division; and process voter file orders.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives, verifies, and processes voter registration applications and updates to the voter registration database.
2. Reconciles the county voter registration database with the state voter registration database.
3. Initiates contact with voters to rectify voter eligibility issues by phone and through correspondence within statutory time frames.
4. Provides information and assistance and accurately responds to a variety of election questions from voters, jurisdictions and the general public by phone and in person.
5. Issues ballots as required.
6. Imports ballot files and creates ballot batches as needed.
7. Accepts, logs and transmits certain legal documents to the Prosecuting Attorney's Office on behalf of Snohomish County.
8. Verifies the authenticity of voter signatures on returned mail ballots and petitions.
9. Researches and fulfills requests for election data and voter registration reports for candidates, political parties and the public.
10. Stays current with election and voter registration WACs and RCWs; reviews the Secretary of State's notices and publications for elections administration requirements.
11. Accepts funds, processes cash and credit card transactions and administers draw down accounts.
12. Operates in a project management environment requiring coordination and cooperation with all elections and voter registration staff regarding all aspects of administering elections.
13. Prepares records and transmittals for archives; recalls records for research and maintains archive data transfer logs.
14. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

One (1) year of office experience that includes basic computer skills and data entry; AND one (1) year of customer service experience; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Must attend Washington State Patrol training on signature verification procedures and techniques within one (1) year of hire.

Must acquire and maintain election administrator certification through the Washington Secretary of State Office within three (3) years of hire.

KNOWLEDGE AND ABILITIES

Knowledge of:

- office practices and procedures
- the rules of grammar, spelling, and punctuation
- basic arithmetic
- basic accounting methods and techniques
- Microsoft Office applications
- basic computer and database skills
- customer service techniques and practices

Ability to:

- understand and explain federal, state, and local laws, rules and regulations governing elections
- meet voter registration production standards
- establish and maintain effective working relationships with supervisors, peers and the general public
- exhibit positive, enthusiastic and cooperative work habits
- present a professional attitude and appearance
- learn and retain new voter registration laws and procedures
- follow oral and written instructions
- take initiative and exercise good judgment
- communicate effectively orally and in writing
- work well under pressure
- work with minimum supervision
- assist the public in a tactful and courteous manner

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KNOWLEDGE AND ABILITIES (Continued)

- exercise good judgment, work independently and function effectively in a team-oriented environment
- enter large volumes of data accurately
- perform data verification and make corrections in voter registration database
- operate with a high degree of accuracy
- calculate and tender fees, make change and balance funds with daily receipts
- participate in continuous improvement activities within the division/office

PHYSICAL REQUIREMENTS

Ability to lift objects weighing up to 35 pounds is required. Extended periods of standing, pushing, reaching and lifting for up to 8 hours may be required during election season.

SUPERVISION

The employee is supervised by the Elections and Voter Registration Lead and Supervisor. Work is periodically reviewed to ensure conformance with policies, procedures, standards and required level of accuracy.

WORKING CONDITIONS

The work is performed in the Elections and Voter Registration Division of the Auditor's Office and at off-site locations. The employee is required to work overtime, weekends and/or split shifts as necessary to meet the workload of the division during high volume periods.

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: August 1991

Revised: January 2004, May 2009, June 2017

Revised and Retitled: August 2007 as Elections and Voter Registration Examiner I

EEO Category: 6 - Administrative Support

Pay Grade: 233 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous