

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ELECTION AND VOTER REGISTRATION EXAMINER II**

Spec. No. 6050

#### **BASIC FUNCTION**

To receive, verify and process voter registration applications and supporting documents; to enter voter registration information into multiple databases; to assist the public, state offices, cities, counties and other special taxing jurisdictions with voter registration information and elections-related questions; issue ballots; accept and validate signatures on ballots; and accept funds for election/voter registration transactions. This position performs additional complex research, auditing, and voter registration database modification work beyond that of the Election and Voter Registration Examiner I.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Conducts research and analysis to answer technical and complex voter registration questions.
2. Prepares and completes technical and statistical reports.
3. Completes advanced modification checks in the statewide voter registration database (VRDB).
4. Serves as the primary investigator and researcher for challenged voter signatures on returned ballots.
5. Audits and reconciles financial draw down accounts.
6. Assists with proofing candidate filing documents; and reviewing for completeness and accuracy.
7. Assists the Election and Voter Registration Lead and/or Election and Voter Registration Supervisor with interpreting and appropriately implementing federal and state voter registration laws.
8. Interprets jurisdictional maps.
9. Assists the Election and Voter Registration Lead with checking the work of other employees. May serve as first-line resource to seasonal Voter Registration staff.
10. Assists Election and Voter Registration Lead in training new and seasonal employees as requested.
11. Assists Election and Voter Registration Lead in reviewing/revising office policies/procedures as requested.
12. Performs all the duties of an Election and Voter Registration Examiner I as assigned.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Three (3) years of office experience in the position of Election and Voter Registration Examiner I; AND, completion of the Voter Registration training program and demonstrated full proficiency in federal and state voter registration laws and regulations; and successful completion of the Washington State Office of the Secretary of State election administrator test. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

Must maintain election administrator certification through Washington State Office of the Secretary of State.

PHYSICAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- modern office practices and procedures
- basic map reading skills
- rules of grammar, spelling, punctuation and word usage
- federal and state laws and administrative codes related to voter registration and voting by mail
- specialized application software and Microsoft Office programs
- cashiering methods and techniques
- basic accounting practices
- basic knowledge of databases
- customer service

Ability to:

- read, interpret and apply laws, rules and regulations
- follow oral and written procedures and communicate effectively orally and in writing
- identify procedural issues and system problems and develop effective solutions

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### KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with superiors, peers, subordinates, elected officials, other local and state governmental agencies and the Secretary of State Office
- perform duties, resolve issues and make decisions under pressure, within specific timelines
- work with minimum supervision
- maintain necessary records and prepare required reports
- learn new application software and operate PC's as required to perform the duties of the work section
- continually learn and retain new voter registration and election laws and procedures
- accurately utilize standard and specialized office equipment
- operate PC's to enter data, perform data verification and make corrections as necessary
- rapidly and accurately review and process a wide variety of transactions including complex names, numbers and codes
- exercise initiative and judgment and make decisions within the scope of assigned authority
- exercise courtesy, discretion and tact assisting with the public and others contacting our office or the county
- perform basic accounting reconciliation of financial accounts
- process legal documents such as guardianship papers and restoration of civil rights documents
- apply federal, state and county laws and ordinances

### SUPERVISION

The employee in this position receives limited supervision from the Election and Voter Registration Lead and/or Election and Voter Registration Supervisor. Assignments are made indicating generally what is to be done, the quantity of work to be accomplished and any deadlines which are to be met. The employee performs recurring assignments on his/her own initiative and receives additional instructions for new or unusual assignments as necessary. The employee is responsible for the quantity and accuracy of the work produced and work is periodically checked to ensure conformance with policies and procedures.

### WORKING CONDITIONS

The work is performed in the Elections Division of the Auditor's Office, however work assignments may be off-site. 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 high volume periods. Overtime may exceed an additional 5 hours a day. This is sedentary work requiring the exertion of up to 35 pounds of force seasonally and a negligible amount of force frequently or constantly to move objects; work requires reaching, bending, standing, walking, pulling, pushing, lifting, fingering and repetitive motions; vocal communication is required for expressing or exchanging

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#### WORKING CONDITIONS (Continued)

ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; employee is not subject to adverse environmental conditions.

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 as Voter Registration Lead  
Revised and Retitled: June 1993 as Election/Voter Registration Assistant, Senior, August 2007  
as Election and Voter Registration Examiner II  
Revised: March 2004, May 2009  
EEO Category: 6 - Administrative Support  
Pay Grade: 235 - Classified Pay Plan  
Workers Comp: 5306 Non-hazardous