

SNOHMOMISH COUNTY HUMAN RESOURCES

ELECTIONS INFORMATION AND DESIGN SPECIALIST

Spec. No. 2248

BASIC FUNCTION

To support a public information and communication program for the County Auditor's Office - Elections Division that includes creating, designing and finalizing for distribution election ballots, the local voters' pamphlet and other print and online materials and publications; supports communication efforts by utilizing skills and abilities in graphic design and production; assists the voter registration unit as required.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Creates, designs, and formats election ballots (approximately 700 styles per election); prepares ballot reports and sample ballots; integrates data from the voter registration system, the ballot printing system and the ballot tabulation system to finalize ballot layout.
2. Creates, designs and coordinates the production and distribution of the Local Voters' Pamphlet using specialized software; receives, reviews and processes information and documents from a variety of sources including jurisdictions and candidates.
3. Maintains all official election documentation relating to candidate filing, resolution and petitions for ballot measures; prepares official certification for each election and submits documents to the Office of Secretary of State as mandated.
4. Creates and maintains lists of elected officials, candidates and terms of office.
5. Communicates with all local jurisdictions in order to maintain accurate and current files on elected officials and district activities.
6. Receives official ballot language from the county Prosecuting Attorney's Office and other government jurisdictions within the mandated timeline.
7. Designs and produces a variety of correspondence, brochures, handouts, booklets and other elections related publications. Performs all necessary functions required to carry graphics projects from concept to completion.
8. Works collaboratively with colleagues in creating and designing layouts and illustrations; prepares mock-ups and conceptual materials; obtains needed review; revises and redesigns materials as required.
9. Prepares and distributes newspaper and broadcast news releases as well as legal and public notices relating to elections as directed.
10. Ensures that the content of the elections division web site is accurate, current and relevant to the public, candidates and other users.
11. Imports/exports election data to and from web page, internet, e-mail, databases and/or spreadsheets to prepare communication materials.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Performs all job duties of an elections and voter registration examiner as required.
13. Assists other Auditor's Office divisions with website design and maintenance.
14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in communications, public relations, graphic design or other discipline; AND, three (3) years experience in the public sector or a communications related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous elections experience is a plus. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the election process;
- graphic design techniques, methods and software applications;
- Microsoft Office applications;
- communication and public relations practices;
- techniques used in the production and presentation of news releases, newsletters, brochures and pamphlets;
- basic principles of design, layout and production of printed materials;
- photographic techniques and equipment;
- principles of web design and internet technology;
- social media use and application in a government agency.

Ability to:

- understand federal, state, and local laws, rules and regulations governing the conduct of elections;
- communicate effectively both orally and in writing;
- produce graphic materials for a variety of media;
- prepare accurate, clear and concise written materials

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KNOWLEDGE AND ABILITIES

Ability to:

- plan, organize and prioritize the work;
- work under pressure and meet strict deadlines;
- operate with a high degree of accuracy;
- exercise good judgment as to when to act independently and when to refer situations to a supervisor;
- lift objects (mail ballot trays) up to 35 pounds;
- maintain effective work relationships with supervisors, peers, associates, media representatives and the general public.

SUPERVISION

The employee is supervised by the Election and Voter Registration Supervisor and Elections and Recording Manager. The County Auditor, Chief Deputy Auditor and Special Projects Manager may also collaborate on certain elections projects with the employee.

WORKING CONDITIONS

The work is performed in a usual office environment and some work assignments may be off-site including the ballot processing center, contracted printer facilities, or post office locations. 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 certain periods work hours may change dramatically dependent on assignment.

Must be able to lift objects up to 35 pounds (mail ballot trays).

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: February 2003 Elections Information Specialist

Revised and Retitled: July 2007

Revised: May 2009

Revised and Retitled: March 2016, Elections Public Information Technician

EEO Category: 6 – Administrative Support

Pay Grade: 237 - Classified Pay Plan

Workers comp: 5306 Non-Hazardous