

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTIONS SEASONAL – BALLOT PROCESSING LEAD

Spec No. 9112

BASIC FUNCTION

To assist in coordinating the activities of the Ballot Processing Center. Monitor the work of the ballot processing teams that prepare election ballots for counting.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Organizes Elections Assistants into teams of two based on experience, political party affiliation when applicable, and compatibility.
2. Responsible for security, quality control and daily accountability of ballots at all times within the Ballot Processing Center.
3. Follows applicable federal, state and local election laws and county elections division policies and procedures.
4. Responsible for implementing Ballot Processing Center procedures and maintaining ballot accountability throughout the duration of an election.
5. Assists in recruiting, interviewing and training Elections Assistants.
6. Provides ballot accountability information to supervisors.
7. Monitors inventory.
8. Performs work of Elections Assistants as needed.
9. Other duties as assigned.

MINIMUM QUALIFICATIONS

Must have worked at least one (1) election for Snohomish County Elections or demonstrate equivalent experience. Must be 18 years of age, a high school graduate or equivalent, and be available during specific election periods. The successful candidate must be endorsed by the Snohomish County Democratic or Republican Political Party Chairperson. Supervisory experience preferred. Possess a current Washington State driver's license. Must pass a criminal background check.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Microsoft Office applications
- ballot processing center policies and procedures
- leadership skills and techniques

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- effectively lead and supervise staff
- effectively implement ballot processing center procedures for ballot inspection and quality control
- exercise initiative and judgment and make decisions within the scope of assigned duties
- pay attention to detail
- effectively communicate with team members and supervisors
- use basic math skills
- possess positive, enthusiastic and cooperative work habits
- motivate and encourage staff throughout the elections process
- demonstrate leadership skills and qualities

SUPERVISION

The Ballot Processing Center Lead receives supervision from the Ballot Processing Center Specialist, as well as the Elections and Voter Registration Manager. The employee is responsible for the quantity, quality and accuracy of the work which is reviewed to ensure conformance with policy and procedure as well as election laws.

WORKING CONDITIONS

High productivity work environment. Work hours vary and are dependent upon election timelines and the volume of ballots and may include weekends, holidays and extended hours per day. Sitting or standing for extended periods of time, as well as reaching, bending, and kneeling. Must be able to repeatedly lift mail trays and other items weighing approximately 30 pounds, and push/pull carts and hand trucks.

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: Prior to 2005

Revised and Retitled: March 2016, Temp-Counting Center Supervisor

Revised and Retitled: January 2017, Elections Seasonal – Ballot Processing Center Lead

EEO Category: 6 – Administrative Support

Wage Scale: 305 Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous