

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTIONS SEASONAL - ELECTIONS ASSISTANT

Spec No. 9211

BASIC FUNCTION

Securely collect, transport, prepare, verify, process and/or tabulate election ballots. Accurately perform repetitive, high volume tasks pertaining to the election process. Perform functions that help ensure all eligible voter ballots are processed.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Follows applicable federal, state and local election laws and county election division policies and procedures.
2. Secures ballots in appropriate areas.
3. Assesses data quickly and accurately.
4. Maintains appropriate and verifiable paperwork.
5. Enters clerical data on ballot accountability sheets.
6. Maintains a clean and efficient work environment.
7. Assists in training of new election assistants when necessary.
8. Other duties as assigned.

WHEN ASSIGNED TO ACCESSIBLE VOTING SITE

1. Accesses the Voter Registration Database.
2. Opens and closes the remote Accessible Voting Site daily.
3. Provides assistance to Accessible Voting Site voters.
4. Delivers election materials prior to opening and after closing each day.
5. Operates a county-owned vehicle or personal vehicle.

WHEN ASSIGNED TO BALLOT DROP BOX

1. Collects and secures ballots for transportation.
2. Helps ease election-related traffic congestion near ballot drop boxes.
3. Assists in closing procedures of ballot drop boxes.
4. Identifies and separates voted ballot envelopes from other materials.
5. Operates a county-owned vehicle or personal vehicle.

WHEN ASSIGNED TO BALLOT PROCESSING

1. Scans, opens, inspects, and sorts ballots in teams of two people.
2. Organizes mail trays, operates envelope openers, and builds ballot boxes.
3. Processes the duplication of a ballot when a ballot is damaged or when required by law.
4. Performs many aspects of ballot processing functions.

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WHEN ASSIGNED TO BALLOT TABULATION

1. Operates ballot tabulation equipment.
2. Processes high volume of ballots through tabulation equipment.
3. Maintains required controls on tabulated ballots.
4. Verifies counts of tabulated ballots by batch.
5. Performs final processing of voted ballots.

WHEN ASSIGNED TO SIGNATURE VERIFICATION

1. Performs basic computer functions to utilize scanned images of signatures.
2. Verifies and processes ballot envelope signatures.
3. Accesses Voter Registration Database.
4. Maintains ballot batch order.
5. Processes challenge letters for voters as required.

MINIMUM QUALIFICATIONS

Must be 18 years of age, a high school graduate or equivalent, and be available during specific election periods. Must be flexible to work varied shifts from 2 - 12 hours dependent on ballot volume. Weekend, holiday and extended work week hours are possible. Must pass a criminal background check.

SPECIAL REQUIREMENTS ONLY FOR BALLOT TRANSPORT DUTIES

If assigned to ballot transport duties, you must have a valid Washington State driver's license. If using a personal vehicle, proof of current registration and insurance must be provided, be able to accommodate a passenger and transport three (3) ballot tubs that measure 15" X 27.5" X 18.5" each.

KNOWLEDGE AND ABILITIES

- effective communication skills (oral and written)
- basic math and writing skills
- basic computer literacy
- data verification skills
- utilize standard and specialized equipment
- assist the public in a tactful and courteous manner
- retain and follow instructions (oral and written) accurately with minimal training
- maintain composure while being observed by political party representatives, candidates, members of the press, interest groups, or others interested in the processing of ballots
- work under pressure with strict timelines
- positive, enthusiastic and cooperative work habits

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SUPERVISION

Election Assistants receive supervision from the Ballot Processing Center Specialist, the Voter Registration Lead, the Elections and Voter Registration Supervisor, and the Elections and Voter Registration Manager dependent on the specific assignment. The employee is responsible for the quantity, quality and accuracy of the work which is reviewed to ensure compliance with policies, procedures and election laws.

WORKING CONDITIONS

Office and/or warehouse environment with some machine noise possible. Workers will be sitting or standing for extended periods of time, reaching, bending, kneeling, crouching, and lifting and carrying up to 30 pounds.

Ballot drop box employees will be working outside in possible inclement weather during day and evening hours. Workers will be standing for extended periods of time, reaching, bending, kneeling, crouching, and lifting and carrying up to 55 pounds with a partner repeatedly.

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 2017
Revised: June 2019
EEO Category: 6 – Administrative Support
Pay Grade: 302 Clerical Pay Plan
Workers Comp: 1501 Hazardous