

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTIONS SEASONAL - VOTER REGISTRATION ASSISTANT

Spec No. 6350

BASIC FUNCTION

To accurately perform repetitive, high volume data entry, telephone and in-person customer service and various clerical tasks pertaining to voter registration and election ballots.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Follow applicable federal, state and local election laws and county elections division policies and procedures.
2. Accesses and accurately updates the Voter Registration Database.
3. Correctly and efficiently processes voter registration paper forms and online work queues.
4. Verifies and processes signatures on election ballot envelopes.
5. Prepares materials for mailing (label, insert, verify).
6. Assists in-person, phone or email customers with voter registration and election questions and with voting and ballot requests.
7. Maintains appropriate paperwork.
8. Maintains a clean and efficient work environment.
9. Secures ballots in appropriate areas.

STATEMENT OF OTHER JOB DUTIES, AS ASSIGNED

1. Opens and closes a remote Accessible Voting Site daily.
2. Delivers election materials prior to opening and after closing a remote Accessible Voting Site daily.
3. Accepts and processes voter file orders.
4. Uploads ballot files and creates ballot batches.
5. Assists other Elections work groups.
6. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

One (1) year of office experience to include basic computer skills and data entry. One (1) year of experience in customer service. Must be 18 years of age, a high school graduate or equivalent, and available during specific election periods. Must pass a criminal background check.

SPECIAL REQUIREMENTS ONLY IF ASSIGNED TO AN ACCESSIBLE VOTING SITE

If assigned to an Accessible Voting Site to provide voter registration services, 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

Knowledge of:

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

Ability to:

- learn, retain and follow detailed, complex instructions
- follow oral and written procedures
- communicate effectively orally and in writing
- establish and maintain effective work relationships with superiors and peers
- exercise initiative and judgment and make decisions within the scope of assigned duties
- maintain necessary records
- assist the public in a tactful and courteous manner
- exhibit positive, enthusiastic and cooperative work habits
- work under pressure with strict deadlines
- utilize standard and specialized office equipment
- enter high volumes of data accurately
- perform data verification and make

SUPERVISION

The employee in this position receives supervision from the Voter Registration Lead, other Election area leads, the Elections and Voter Registration Supervisor, and the Elections and Voter Registration Manager. The employee is responsible for the quantity and accuracy of the work produced and work is reviewed to ensure conformance with policies, procedures and election laws.

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WORKING CONDITIONS

High productivity work environment. Work hours may vary and are dependent on election timelines, voter registration volume and the volume of ballots. Work hours may include weekends, holidays and extended hours per day. Work location may vary and include Accessible Voting Sites located in various parts of Snohomish County. Work requires sitting for extended periods of time, reaching, bending, and kneeling, ability to lift and carry up to 30 pounds repetitively, and the use of push/pull carts and/or 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](#)

Previous Spec: 9004 (Temp – Voter Registration)
Class established: Prior to 2005
Revised: June 2007, April 2012
Revised and Retitled: March 2016, Voter Registration-Seasonal
Revised: January 2017, June 2019
EEO Category: 6 – Administrative Support
Pay Grade: 305 Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous