

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP – PARTY POLL WORKER

Spec No. 9117

BASIC FUNCTION

Accurately perform telephone solicitation and recruitment for poll workers at the polling places from within the respective political party.

ESSENTIAL JOB DUTIES

1. Makes phone calls to potential poll workers.
2. Tracks interested parties.
3. Other duties assigned as needed.

MINIMUM QUALIFICATIONS

Typing minimum of 30 wpm required; 10-key preferable by touch and basic computer skills; experience in telephone customer service. Must have legible writing and effective oral communication skills. Must be detail orientated, able to learn, retain and follow instructions. Accuracy is required. Must be able to work independently.

WORKING CONDITIONS

High productivity work environment. Workloads change dependant on timelines and customer demand. Workspace is limited; ability to work efficiently and cohesively in close quarters with a diverse group is required. Sitting for extended periods of time, and ability to keep focused on constant phone work.

Work is seasonal and scheduled as needed. Typical work season is from August through November. Exact starting and ending work dates are dependent on the type and size of election. Potential short term layoffs during the early portion of this timeframe due to fluctuating work load. The work is done in the Auditor's Office.

Hours are Monday through Friday, 8 am to 5 pm with two 15-minute breaks and an hour lunch. Some overtime is required.

Successful seasonal help is asked to return on a regular basis.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Starting wage is \$10.00 hour, and increases can go up in .25 increments.

EEO Category: 6 – Administrative Support

Workers Comp: 5306 Non-hazardous