

**SNOHOMISH COUNTY JOB DESCRIPTION
ELECTIONS INBOUND BALLOT SPECIALIST**

Spec. No. 2413

BASIC FUNCTION

Develops, implements, administers and coordinates the ballot drop box and inbound ballot sorter operations. Serves as a process lead during elections.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, coordinates, administers and implements the pick-up and transport of voted ballots to and from ballot drop boxes, the United States Postal Service and other locations.
2. Develops, coordinates, administers and implements plans and procedures for the processing of returned ballots through the inbound ballot sorter.
3. Operates mechanical/technical equipment associated with the ballot drop box and inbound ballot sorter operations.
4. Coordinates communications with vendors regarding technical and/or operational aspects of work.
5. Assists in the acquisition of new ballot drop box locations and maintains ballot drop box site agreements.
6. Participates in the recruitment, hiring, training, and supervision of seasonal elections workers to support ballot drop box and inbound ballot sorter operations.
7. Serves as a process lead during elections.
8. Participates in election activities as needed or required by the Elections and Voter Registration leadership.
9. Performs all job duties of an elections and voter registration examiner as required.
10. Performs other related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in technology, operations management, supply chain management or closely related field. Three (3) years of increasingly responsible experience in administering programs and/or operations. Two (2) years of supervisory experience. OR the equivalent combination of education and experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Previous elections experience is preferred.

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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.

Elections and Voter Registration Division employees may have limited vacation opportunities during election seasons and may be required to work extended hours or alternate hours during an election cycle.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the election processes
- Microsoft Office applications
- basic mechanical and technical principles
- basic training, teaching and evaluation practices and methods
- basic supervisory methods and technique
- customer service techniques and practices
- project design and implementation
- the election process

Ability to:

- understand and explain federal, state, and local election laws, rules and regulations governing elections
- communicate effectively both orally and in writing
- prepare accurate, clear and concise written materials
- work effectively with diverse communities, ethnicities, religions, cultural and social groups
- exhibit positive, enthusiastic and cooperative work habits
- present a professional attitude and appearance
- plan, organize and prioritize work
- work under pressure and meet strict deadlines
- participate in continuous improvement activities within the division/office
- operate with a high degree of accuracy
- exercise good judgment, work independently and
- function effectively in a team-oriented environment
- enter large volumes of data and verify records in voter registration database
- maintain effective work relationships with supervisors, peers, and the general public

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SUPERVISION

This classification is supervised by the Election and Voter Registration Supervisor and Elections and Voter Registration Manager.

WORKING CONDITIONS

Work is performed in an office and a warehouse environment. Assignments may be off site. Out of county and/or overnight travel may be required. 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. Ability to lift objects (mail ballot trays) up to 35 pounds.

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 2020
EEO Category: Administrative Support
Pay Grade: 237 - Classified Pay Plan
Workers comp: 5306 Non-Hazardous