



JOB DESCRIPTION

Job Title: Election Specialist	Step: 10
Department: Clerk/Auditor	Grade: 76
Effective Date: August 2022	Status: Part-time Temporary
Revision Date: August 2022	FLSA Status: Non-Exempt

GENERAL PURPOSE:

Under general guidance and supervision of the Clerk's office, performs technical and support services for election systems and software programs. Generates reports and performs basic troubleshooting of election systems and software programs. Assists with general elections office responsibilities. Incumbent performs duties at an entry level or training level in assisting voters of San Juan County.

SUPERVISION RECEIVED:

Works under the direct supervision of the Clerk/Auditor.

ESSENTIAL FUNCTIONS:

- Assist with processing voter registration forms received from the statewide online voter registration application, the Driver's License Bureau, the mail, and walk-in customers, as needed; examine the same for accuracy and completeness; resolve discrepancies before entering information into the voter registration database; scan and index voter registration forms.
- Assist with absentee ballot applications; facilitate mailing of absentee ballots in an expedient manner; assist with receiving returned absentee ballots and coordinate sorting for election day counting.
- Assist with receiving returned ballots, verifying voter signatures, and coordinating sorting for election day counting, as needed.
- Accept and process election-related petitions and provisional ballots.
- Place voters in correct precincts and perform analysis to identify errors; use GIS and other mapping software.

MINIMUM QUALIFICATIONS:

- Ability to work effectively with assigned personnel, other departments, agencies and the

- public; ability to communicate effectively verbally and in writing.
- Must have a valid Utah Driver's License.
 - High school Diploma or Equivalent.
 - Must be at least 18 years of age.

WORKING CONDITIONS:

Regularly sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Work is often performed in an office or other environmentally controlled room.

We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I, _____ have reviewed the above Job Description.

Date: _____