

COUNTY OF SOLANO

ELECTION TECHNICIAN (LEAD)

Rev. 07/05

DEFINITION

Under direction, performs lead and complex administrative support work in monitoring County election practices; performs data entry of voter registration records and absentee voting requests; compiles candidate and voting information; assists with tabulation of elections; secures poll workers, polling places and materials; assists with voting equipment testing, storage, maintenance and delivery; performs related work as directed.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to perform complex administrative support work which requires advanced knowledge of election terminology, procedures and practices in the preparation, processing, tracking and filing of election related information. Incumbents of this class work with professionals and may specialize in providing support to departmental operations and services. This classification is distinguished from the Election Technician position by the incumbents focus on the most complex aspects related to elections.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Leads the work of employees engaged in similar activities; assigns, monitors, and reviews work for completeness, accuracy and adherence to policies and procedures; provides technical expertise in the resolution of problems; trains new employees in department/program policies and procedures related to assigned.
2. Conducts voters outreach activities including sending and stocking voter registration cards, boxes, signs and information throughout Solano County; tracks voter registration cards logged by number for the Secretary of State and National Voter Registration Act reports; attends voter outreach meetings with other counties to discuss problems, ideas, tasks, changes and duties associated with registering voters and keeping up with State and Federal laws.
3. Monitors voter notification cards by counting, documenting, and sending out cards produced from the voter registration system; looks up returned voter registration cards for errors; attempts to call registered voter or sends letter to correct or cancel if response is negative or undeliverable; maintains totals for reimbursement through the State.
4. Updates abstract and election files prior to and after each election; places copies in election books; places sample ballots in election files for each election and other documents for future research; files count sheets for each at close of registration, makes copies for media, and processes request for research year-round.

5. Removes and stores old election forms and fee receipts for future documentation and research; organizes and maintains stock of public information such as Election Code for Recall or for starting measure; makes arrangements for records to be moved to maintain election history for archival purposes.
6. Receives orders from the public, vendors and candidates for maps, indices, tapes, diskettes and research; assists in fulfilling orders; forwards information to requesting party either by mail or arranges for pickup; advises customers of available information; advises candidates of information required for campaigning.
7. Processes requests for voter registration records; provides information and makes certified copies of voter registration records; issues absentee ballots during elections; assists with the keying of affidavits; verifies petition signatures; scans rosters; canvasses election records.
8. Prepares absentee voter registration forms for absentee ballots; processes ballots for military requests; verifies official absentee ballots; sorts ballots as received according to County, State and Federal policies and regulations.
9. Assists with candidate filing duties, including document review, compilation of candidate lists and proofing ballot and voter information pamphlets.
10. Assists with campaign finance document reporting and statement of economic interest filing.
11. Assists with packing of polling place supplies; assists with voting equipment testing, inventory drayage and maintenance.
12. Performs other related duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

High school diploma or GED; supplemented by eighteen (18) months full-time clerical work experience which included twelve (12) months in the preparation, processing, tracking and filing of election related information that demonstrates possession of and competency in the requisite knowledge and abilities.

Knowledge/Skills/Abilities

Knowledge of office practices and procedures; word processing, spreadsheets, election practices and principles, election record keeping systems; voting equipment operation and user/routine maintenance manuals; County policies and procedures related to election practices; State and Federal laws related to election practices; knowledge of CAD software systems may be required depending on assignment.

Knowledge of Election Code Book, District Maps, and Abstracts of Elections.

Ability to understand and explain California Election Code and Federal regulations; read and interpret written boundary descriptions on parcel and other maps employing CAD techniques; review, evaluate and recommend changes in work methods; establish and maintain detailed inter-related mapping systems; make decisions and independent judgments; communicate effective both verbally and in writing; ability to work independently and as a team; prepare narrative and statistical reports; maintain accurate records and document actions taken; organize and prioritize work assignments; make routine arithmetical calculations; proofread and/or edit for errors in spelling, grammar, punctuation and mathematical computations; research regulations, procedures and/or technical reference materials; maintain confidentiality of information; recognize and respect limit of authority and responsibility.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain a valid California Class C drivers license,
Independent travel will be required.

SUPPLEMENTAL INFORMATION

None.

ADA COMPLIANCE

Physical Ability Tasks involve the ability to exert moderate physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (30 - 90 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements Some tasks require visual perception and discrimination. Some tasks require oral communications abilities.

Environmental Factors Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness. Tasks may risk exposure to adverse environmental conditions, such as temperature, machinery, and electric currents.

YOLANDA IRIGON
Director of Human Resources

CSC Date: July 13, 2005