

COUNTY OF SOLANO
ELECTION TECHNICIAN

Rev. 07/05

DEFINITION

Under direction, performs 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 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 Elections Technician (Lead) position by the latter's ability to lead and 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. 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.
2. 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; inputs DMV registration updates.
3. 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.
4. Removes and stores old election forms and fee receipts for future reference 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.

5. 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.
6. 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.
7. 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.
8. Assists with candidate filing duties, including document review, compilation of candidate lists and proofing ballots and voter information pamphlets.
9. Assists with campaign finance document reporting and statement of economic interest filing.
10. Assists with packing of polling place supplies; assists with voting equipment testing, inventory, drayage and maintenance.
11. Performs other related duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

High school diploma or GED; supplemented by three (3) months of full-time work experience in examining and processing of legal and official documents that demonstrates possession of and competency in the requisite knowledge and abilities.

Knowledge/Skills/Abilities

Knowledge of word processing, software; office practices and procedures; 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 Election Code Book, District Maps, and Abstracts of Elections.

Ability to understand and explain election regulations and procedures; learn to interpret boundary descriptions on parcel maps; review, evaluate and recommend changes in work methods; make decisions and independent judgments; communicate effectively both verbally and in writing; 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.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, valid California Class C driver's 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

BOS Date: June 2002
CSC Date: July 13, 2005