



ELECTIONS SPECIALIST JOB DESCRIPTION

Job Title: **Elections Specialist**

Job Code: **EE110**

Pay Grade: **120**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **February 2025**

NATURE OF WORK

Under general supervision, performs a variety of technical and administrative functions for the Lewis County Elections Department; processes voter registration applications and election ballots; maintains voter registration files; and performs other related duties as assigned. Assists Elections Manager with all aspects of election management.

Responsible to ensure compliance with all applicable sections of the WAC, RCW, National Voter Registration Act (NVRA), The Help America Vote Act of 2002 (HAVA), and standards set by the Secretary of State's Office. Errors in judgment and performance would adversely affect voter registration information, public relations, and legal liabilities. Individuals in this position must apply thorough and complete knowledge of voter registration procedures, processes, and laws. Reports directly to the Elections Manager.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Accurately maintains the Lewis County voter registration files with continual maintenance of the voter registration database. Receives and processes new voter registration applications by mail and online; maintains existing voter files by canceling deceased voters, pending incomplete applications and updating name changes and addresses on a daily basis.
- Accurately maintains the Statewide Voter Registration Database (VoteWA) for Lewis County through the Secretary of State's Office. Maintenance of VoteWA includes management of duplicate registrations within the state, transfer of registration to Lewis County from another county, felony management, deceased management and ID management.
- Accurately maintains up to date information on all members and officers of the 65 junior taxing districts and all other elected officials in Lewis County in the VoteWA system.
- Assists Elections Manager and acts for the Manager in his/her absence.
- Prepares and sends voter verification letters and correspondence to voters.
- Performs other tasks such as filing, computer input and mapping/precinct maps.

- Verifies the accuracy of voter information through various search engines such as Lexis-Nexis & Secure Access Washington.
- Assists with ballot preparation; printing ballot labels; inserts ballots in envelopes; mails ballots; calculating costs associated with the preparation of ballots.
- Assists candidates with filing; collects related fees. Receives, reviews, approves and uploads candidate statements and photos for Online Voters' Guide.
- Processes election ballots including ballot pickup, accepting, counting, and verifying ballot signatures.
- Responds to public inquires for information; compiles data and generates special election reports for customers; collects related fees.
- Compiles data and prepares reports for Public Disclosure Commission and Election Assistance Commission yearly.
- Provides customer service at the counter, by email and telephone.
- Perform various clerical and receptionist duties including recordkeeping, general correspondence, answering phones, and customer service by attending to the public candidates, county departments, various state agencies and jurisdictions.
- Resolve or refer to manager or Secretary of State any election problems as they occur to ensure voting activities are not obstructed.
- Interpret state and federal law and ensure compliance with all applicable federal and state requirements and county procedures.
- Perform moderate to complex numerical calculations involving reconciliation of voter registration numbers for each election for reports required by the Secretary of State.
- Prepare clear, concise, coherent, and grammatically correct written work product

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; subject to sitting and standing for extending periods of time, bending, reaching, and lifting of objects up to 25 pounds.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. required; AND

3+ years progressively responsible experience with operating complex computer systems and data input, including use of Microsoft Word, Excel, Outlook; AND

Must successfully complete training to obtain Elections Administrator Certification within 24 months as a condition of employment.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of elections, voter registrations, and managerial methods.
- Regulations and laws governing County election activities.
- Voter registration systems and elections equipment.
- Elections and voter registration records, reports, and documentation.
- County policies and procedures.

Skills in:

- Attention to detail while performing all assigned tasks.
- Coordinating, prioritizing and performing a variety of technical and administrative elections functions.
- Knowledge retention and application: must grasp new techniques, read, interpret and apply work related rules, regulations, laws and procedures.
- Effectively communicating with others both orally and in writing.
- Responding to public inquiries and providing correct information regarding election services, programs, policies, and procedures over the phone, email, and in person.
- Maintaining confidentiality of sensitive information.
- Assisting with the preparation and processing of election ballots.
- Establishing and maintaining effective working relationships with County employees, departments, candidates, outside agencies, and the general public.
- Working under pressure and deadlines while providing courteous customer service to the public at the front counter and by phone
- Demonstrating civility and professionalism throughout all interactions with the public and colleagues
- Working independently and taking initiative to complete required deadlines while simultaneously completing other tasks.