



# *Internal* Employment Opportunity

Kittitas County, Washington

**POSTED: 3/2/15**

**CLOSES: 3/9/15**

## **ELECTIONS DEPUTY**

The current vacancy in the Auditor's Office is a part-time (30 hours per week), union (Local 792CH), non-exempt position with benefits expected to begin as soon as possible. Anyone current Courthouse Union (Local 792CH) employee who meets the qualifications stated below may apply.

**SALARY RANGE:** \$2,129.25 - \$2,430.75 per month

### **ESSENTIAL FUNCTIONS:**

#### **35% Maintain complete and updated voter registration records for Kittitas County**

- Apply federal and state laws (RCW and WAC) regarding regulation of voter registration in ongoing manner.
- Collect completed voter registration forms and assess information to determine if they vote in this county.
- Enter voter information into computer.
- Scan voter registration forms into computers for use by county and state.
- Issue voter registration cards after all voter data has been entered into the VEMACs database.
- Retrieve voter registrations from online source.
  - Verify information will integrate into county EMS.
  - Make any necessary corrections to ensure complete accuracy when uploading voters' record
  - Capture signatures for use by county and state
  - Issue voter registration cards after all information has been entered into the VEMACs database.
- Record each date of voting on each voter's record to ensure continuity of registration.
- Run a variety of reports: missing signature, activity, archived, statistics, duplicate registration, failed identity, etc.
- Run reports for mailing lists, labels, and CD's for candidates, campaigns and districts.
- Answer and resolve any voter registration questions or concerns with voters, co-workers, districts, candidates, or campaigns.
- Cancel registered voters from VEMACs and remove cards from file drawers when they move out of county, pass away, at voters' request or do not vote in two (2) Federal Elections (if on inactive status).
  - Monitor various sites for death notices, obituaries.
- Process Incoming County to County Transfers:
  - Enter voter information into computer.
  - Scan voter registration forms into computers for use by county and state.
  - Issue voter registration cards after all voter data has been entered into the VEMACs database.
- Process Outgoing County to County Transfers:
  - Scan returned postcard to voter's record.
  - Forward returned postcard to new county.
  - Monitor for Cancel status via state-wide Voter Registration Database.
- Accurately use a variety of maps for voter registration to ensure voters are precincted accurately.

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- Ability to maintain confidentiality.
- Process Undeliverable Ballots for address changes and updates.
- Run NVRA notifications after processing.

## **20% Record and Process legal documents for Kittitas County**

- Interpret and apply State recording laws to County recording system.
- Determine and check the suitability of each document presented for recording.
- Apply labels to documents with correct recording information (bar code, doc type, time, date, person or company recording document and amount it cost to record document).
- Integrate each recorded document into the recording system by scanning and entering recording information into the computer.
- Interview parties to ascertain correct information necessary in the issuance of Marriage Licenses.
- Instruct and assist customers with questions or concerns.
- Balance daily fees [cash draw] collected with computer generated report.
- Transport daily deposit to Treasurer's office. Wait for Treasurer's staff to issue receipt.

## **20% Assist in Election Processing**

- Maintain listing of qualified Election Vote Center Workers.
  - Periodically advertise for and screen applicants for vote center election staff.
    - a. In newspaper
    - b. On webpage
- Assign and supervise vote center workers for Lower & Upper County vote center sites, as needed.
- Resolve any election staff questions or concerns on or prior to Election Day relating to each specific election.
- Assist in the Election set-up process
  - Assist in programming and proofing election creation in BOSS system
  - Assist in preparing test deck & help in the L & A Testing
  - Be available and prepared to step in for ballot scanning, resolution & tabulation process.
- Verify all needed supplies are compiled for Vote Center workers, based on list from Elections Procedure Manual.
- Issue ballots/ replacement ballots to voters – both active and inactive- upon request
  - By phone
  - In person
  - By email
- Balance ballot requests with number of ballots issued at the end of each business day.
- Retrieve incoming ballots from: inside ballot drop box, outside ballot drop box, mail
- Log method of incoming ballots.
  - Balance incoming ballots with processed signature envelopes
  - Maintain statistics log for incoming ballots
- Prepare and calculate incoming ballots for signature verification process, entering data into reconciliation report
- Verify each signature on every returned ballot envelope.
  - Notify voters if their signature is missing or does not match their voter registration files, in accordance with WAC.
- Process incoming undeliverable ballots.
  - Assess if any are to be resent to voters.
- Take ballot boxes and supplies to the upper county prior to the election.
- Retrieve ballot boxes and supplies from Upper County after election on election night.
- Maintain retention log, properly dispose of election material based upon retention schedule.

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**5% Direct candidates and junior districts in regard to filing for office or holding special elections.**

- Assist candidates' with completing candidacy form during filing week.
- Inform candidates of Public Disclosure filing requirement and sign prohibitions.
- Advise junior taxing districts of voter turnout requirements for passage of levy or bond elections or current voter population.

**15% Assist in Licensing Department**

- Assist licensing department in synchronizing and mailing out internet renewals
- Fill in as licensing agent in the absence of current licensing agent in the event of sick or vacation time, performing all duties while assisting in licensing:
  - Vehicle license renewals;
  - Vessel license renewals;
  - Title transfers; tonnage renewals;
  - answer questions
  - process daily deposit/cash tax transmittal

**OTHER FUNCTION:**

**5% Perform other duties as assigned by supervisor or Kittitas County Auditor**

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned.*

**MINIMUM QUALIFICATIONS:**

- High School diploma or GED AND one year of relevant experience
- Ability to work quickly and efficiently to meet certain deadlines and make decisions.
- Ability to maintain excellent public relations with a diverse population and in a variety of settings.
- Must be proficient with computers, including Microsoft Office programs, and possess the ability to learn programs specific to the department and/or County quickly.
- Strong verbal and written communication skills, to include public speaking and the ability to comprehend and follow verbal/written instructions.
- Ability to produce accurate work in an open environment with frequent interruptions and constant office-level noise
- Knowledge of basic office procedures including data entry, typing, assisting customers, etc.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**PREFERRED QUALIFICATIONS:**

- 2 years experience working in a similar position for a public agency.
- Washington State Certified Election Administrator.

**WORKING CONDITIONS:**

Work is generally performed in an office environment; sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push, and/or carry up to 25 pounds or potentially more with assistance; vision to read printed materials and a

computer screen, and hearing and speech to communicate in person or over the telephone; ability to stand, walk, stoop, kneel, crouch, ascend/descend stairs, grasp, and reach with arms and legs. Occasional travel is required for training opportunities and /or meetings. Safety regulations and policies must be adhered to at all times. The work schedule is generally maintained during normal office hours, but does include variation such as extended shifts or weekends during election season. Regular attendance and punctuality are required.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; and 4) One (1) professional reference and One (1) personal reference. **Please note: All applications must be submitted online; paper copies will not be accepted.**