



# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
Phone: (509) 524-2600 □ Fax: (509) 524-2603



## EMPLOYMENT OPPORTUNITY

### Auditor's Office

**Position:** Elections Specialist  
**Salary Range:** \$3,672/month to \$4,922/month; Starting Salary DOQ, DOE  
**Location:** Auditor's Office  
**Employment Type:** Full-time (35 hours/week); FSLA Non-Exempt; Courthouse  
Union, Benefits Apply  
Open Until Filled

**Full Time Benefits Include:** • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

**Brief Duties and Responsibilities:** Assists with planning, organizing, and coordinating the Voter Registration and elections\_process. A thorough understanding of the voter registration process, elections policies, and procedures as required under federal and state law is preferred. Must be able to act independently and be able to work effectively in a team setting. Carry out assignments in accordance with established procedures and exercise independent judgment in position responsibilities, particularly in more routine tasks.

**Working Environment/Physical Abilities:** Work is primarily performed in an office setting but employee is also expected to travel to off-site locations or to attend meetings, seminars, or other work-related activities. May be required to lift up to fifty (50) pounds on occasion and more frequently during elections. Ability to walk, sit or stand for extended periods of time, maintain balance, climb stairs and inclines, and bend, stoop, reach, pull, push, and twist. Visual and hearing acuity and finger dexterity to perform position functions.

**Minimum Qualifications: Education And Experience:** Two (2) year AA degree, coursework in clerical fields; or knowledge and skills normally associated with someone who has an AA degree in a clerical field and two (2) years of related experience in elections or equivalent that, in the opinion of management, is equivalent.

**Licenses And Other Requirements:** Obtain and maintain a State of Washington Elections Certification within 24 (twenty-four) months of hire date. Ability to obtain and maintain adopted Must be bondable. Maintain valid driver's license; driver's record must be acceptable to the County insurance carrier. Must successfully pass a background check and a driving record check.

**For Application:** Application, resume, and cover letter required. Job description is available on our website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) where you can apply online.

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**



## GENERAL INFORMATION FOR APPLICANTS

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

## APPLICATIONS

**FILING OF APPLICATION:** Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

**CHANGE OF ADDRESS:** Applicants are responsible for notifying the hiring department of any change of address or telephone number.

**NOTIFICATION:** Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

## EMPLOYMENT

**ELIGIBILITY LISTS:** Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

**Mailing Address:**  
Human Resources/Risk Manager  
P. O. Box 1506  
Walla Walla, WA 99362

**Human Resources/Risk Manager**  
314 W Main Street, 2<sup>nd</sup> Floor  
Walla Walla, WA 99362  
Phone: (509) 524-2600  
Fax: (509) 524-2603  
Web site: [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us)

**WALLA WALLA COUNTY  
POSITION DESCRIPTION FORM**

**JOB TITLE:** Elections Specialist

**DEPARTMENT:** Auditor's Office

**REPORTS TO:** Auditor, Chief Deputy Auditor, Supervisor of Elections

**PAY GRADE:** 4; Full time (35 hours/week); Benefits Apply; Courthouse Union

**JOB SUMMARY:** Assists with planning, organizing, and coordinating the Voter Registration and elections process. A thorough understanding of the voter registration process, elections policies, and procedures as required under federal and state law is preferred. Must be able to act independently and be able to work effectively in a team setting. Carry out assignments in accordance with established procedures and exercise independent judgment in position responsibilities, particularly in more routine tasks.

**SUPERVISORY RESPONSIBILITIES:** Provides guidance and direction to part-time and/or temporary elections employees.

**ELECTIONS ESSENTIAL FUNCTIONS:**

- Assists with planning, organizing, coordination of all phases of the voter registration process, within the Auditor's Office and assists the Supervisor of Elections with the election process.
- Researches and resolves issues with voter registration records using the State Voter Registration Data Base.
- Provides customer service for citizens; voter registration changes, directing inquiries and providing general election and voter information.
- Assists the public through the voter registration process, ensuring that all information collected is accurate and complete.
- Prepares mailing and confirmation notices to registered voters as well as receiving confirmation notices, information from postal service and updating the voter registration master file to reflect changes.
- Conducts the national change of address process, as prescribed, under the National Voter Registration Act.
- Assists with all aspects of the elections process, may serve as a back-up to the Supervisor of Elections.
- Provides security for all undeliverable ballots and determines which are to be re-mailed.
- Maintains the security of all ballots received until the time of processing.
- Closes voter registration books in accordance with state and federal law.
- Maintains election files according to prescribed retention schedules.
- Responsible for maintenance of Elections Policy and Procedures Manual.
- Assists in other Auditor's Office duties as needed and/or assigned.

**ELECTIONS EXAMPLE OF DUTIES:**

- Receives and processes documents according to prescribed rules and regulations.

- Performs data entry of voter registration information.
- Prepares correspondence for a variety of voter registration matters that need to be resolved.
- Assists with the maintenance, processing, and storing of all files and supplies necessary to the voter registration and election process in accordance with state and federal law.
- Acts as the lead worker for election workers processing unopened ballots, referring unique situations to the Supervisor of Elections.
- Prepares daily reports detailing number of ballots received.
- Attends meetings and training sessions, as required.
- Assists with statistical records, certification of elections, abstracts of election results, candidate filings, and public disclosure forms.
- Assists with preparation of election materials and equipment.
- Maintains follow-up system on reports of actions required on a periodic basis, such as voter maintenance, appointment/election of officials, special districts, precinct committee officer lists, and election results.
- Verifies voters' signatures, gives voting credit, balance with envelope counts.
- Assists with programming and testing of ballot software and hardware.
- Provides training to extra election personnel.

**EQUIPMENT TO BE USED:** General office equipment, e.g. computers, printers, copiers, multi-line phone, fax machine, 10-key calculator, typewriter and, election equipment.

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:** Work is primarily performed in an office setting but employee is also expected to travel to off-site locations or to attend meetings, seminars, or other work-related activities. May be required to lift up to fifty (50) pounds on occasion and more frequently during elections. Ability to walk, sit or stand for extended periods of time, maintain balance, climb stairs and inclines, and bend, stoop, reach, pull, push, and twist. Visual and hearing acuity and finger dexterity to perform position functions.

**ELECTIONS KNOWLEDGE AND ABILITIES:**

- Knowledge of voter registration system for maintaining election data, updating, and providing information.
- Knowledge of modern election procedures, processes, law, clerical, and office procedures.
- Working knowledge of Microsoft Office software and election programs and operation of various office machines.
- Ability to work independently and accurately by prioritizing and organizing workload.
- Ability to accurately type 45 words per minute.
- Ability to apply applicable Federal, State, and local laws.
- Ability to respond to requests and inquiries from the general public.
- Ability to prepare clear and concise reports.
- Ability to meet attendance standards necessary for successful job performance.
- Ability to work overtime and/or weekends as required, especially during elections.
- Ability to interpret and follow complex oral and/or written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.

- Ability to maintain effective work relationships with public agencies, organizations, employees, candidates, and citizens and communicate orally and in writing using tact, discretion, and courtesy in interdepartmental and public contact.

**EDUCATION AND EXPERIENCE:** Two (2) year AA degree, coursework in clerical fields; or knowledge and skills normally associated with someone who has an AA degree in a clerical field and two (2) years of related experience in elections or equivalent that, in the opinion of management, is equivalent.

**LICENSES AND OTHER REQUIREMENTS:** Obtain and maintain a State of Washington Elections Certification within 24 (twenty-four) months of hire date. Ability to obtain and maintain adopted Must be bondable. Maintain valid driver's license; driver's record must be acceptable to the County insurance carrier. Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**