Job Description

Title:	Election Coordinator	**Code:**	
Division:	Administration	**Effective Date:**	03/2022
Department:	County Clerk	**Last Revised:**	

GENERAL PURPOSE

Performs a variety of **entry level supervision and clerical support tasks** as needed to expedite an accessible, accurate and efficient election process for local, State and Federal Elections within Daggett County.

SUPERVISION RECEIVED

Works under the general supervision of the County Clerk.

SUPERVISION EXERCISED

Provides additional supervision of all other Poll Workers/Election Staff under the direction of the County Clerk.

ESSENTIAL FUNCTIONS

Assist in preparation and proofing of ballots, scheduling of other poll workers

Assist the County Clerk in providing the Annual Mandatory Training of 2- 3 hours for Poll Workers and be able to perform and supervise the performance of the duties listed below:

Assist to process voter registration into the State database, and update registrations with new signatures or party affiliations.

Assist with running diagnostics and Logic and Accuracy Tests on electronic Voting equipment and help with setting up and/or taking down Voting Equipment, Ballot Boxes, Voter Information and Informational Signage for Early Voting and/or Election Day Voting at a Vote Center.

Assist with checking in voters and verifying their identification while overseeing the completion of their signature in the official register.

Assist with distributing Ballots or allowing registered voters to vote electronically on approved voting devices.

Assist with processing of signature verification, ballot counting and/or tabulation and adjudication to ensure all allowable ballots are counted.

Assist voters, including disabled voters, with voter registration, questions and voting as allowed by State Code.

Assist with all required paperwork and documentation including the canvass to ensure accessible, accurate and efficient elections.

Assist with Voter outreach and voter education efforts.

Assist the County Clerk in completing all required documentation, sealing up of documents and follow up letters required by State Code.

Completes the Annual State Security Awareness Training and any County required Security Training.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from high school or equivalent;

AND

B. Five (5) or more years of Poll Worker experience; or experience related to above or similar duties;

OR

   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities

   Basic knowledge of the operation of general computer hardware and software and contemporary office machines such as phones, copiers, and fax machines, etc along with basic skills in reading, writing and filing and ability to read maps to determine voter districts and or precincts.

   Ability to communicate effectively, both verbally and in writing; develop effective working relationships with fellow employees, supervisors, elected officials and the public; perform under time pressures in meeting work obligations and deadlines; work effectively in a typical office environment.

3. Special Qualifications:

   Knowledge of Elections Code and requirements for elections processes helpful. Completion of the Certified Election Registration Administrator (CERA) certification is helpful but not required.

4. Work Environment:

   Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and light lifting. Talking, hearing and seeing are essential to the performance of regular daily tasks. Common eye, hand, finger, leg and foot dexterity is required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

*****

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date:_____
(Employee)