



Job Description

TITLE: Bureau of Elections Specialist	JOB CODE: 3815
DEPARTMENT: County Clerk	FLSA: Non-Exempt
PREPARED: June 29, 2022	FLSA CLASS: Professional
UPDATED:	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: No

Summary: Under intermittent supervision, process voter registration affidavit by precinct, including changes on existing voter records. Ensure that staff maintain voter records and prepare a variety of voter lists and register individuals to vote. Assist with the election process. Program, clean, and maintain voting machines to meet delivery schedules and troubleshoot to repair issues. Ensure records division has coverage and assist with record related activities. Responsible for setting up and confirming polling places and precinct workers. Ensure staff process absentee votes. Responsible for confirming precinct workers. Ensure staff assist candidates and answer all questions. Responsible for leading and coordinating training, assignments, and duties. Reports to the Chief Deputy Clerk with status of election department concerns and projects.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Work closely with Recording Coordinators to ensure the recording division is staffed to meet needs of the customers and demand of department. Report to the Chief Deputy Clerk to coordinate work assignments of Bureau of Elections personnel; utilize independent judgment and initiative. Relay problems and proposed solutions to the management team.
- Participate in management of activities related to elections taking place under the jurisdiction of the San Juan County Clerk and Chief Deputy Clerk.
- Assign staff to projects and teams; prioritize schedules and deadlines; counsel, coach, and train staff.
- Oversee and perform complex election duties; must have knowledge of election procedures in accordance with state statutes.
- Be an informative and reliable resource to other Bureau of Elections staff regarding documentation and/or procedural issues.
- Oversee voter registration and election databases, the operation of voter registration and election application software; create and compile a variety of administrative or special reports and forms.
- Organize with colleagues the preparation of notices, and the processing and scanning of voter registrations.
- Accountable for the set-up and closure of each election; make and post necessary changes, proclamation, and other related notices; recruit and assign poll workers; oversee entry of voter credit and purge of voters.
- Oversee and assist in the build and compilation of candidate packets.
- Direct the training of staff for the voter registration database.
- Respond to public service requests for voter data from candidates, political committees, and members of the public.
- Ensure the processing of absentee voting applications, issuances, and processing of official absentee voter ballots.
- Ensure tasks and duties are performed in accordance with state statutes relating to early voting and election day voting.
- Oversee the removal of deceased and felony convicted voters from files; review prepared reports and authorize for filing.
- Ensure staff answer phones and help public at the front counter, assist as necessary.

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- Ensure requested archived documents are copied and provided in accordance with guidance and regulation.
- Train employees in the use of MS Office Suite; provides general training and helps them develop files and templates that apply to their individual jobs. Ensure training materials are accurate and prepared for trainings.
- Troubleshoot and work to resolve network and connectivity problems with Information Systems County personnel or with product or service provider.
- Responsible for the creation and upkeep of division policies and procedures.
- Install, maintain, and upgrade election software and provide application support.
- Plot a proof ballot following Clerk's approval; plot ballots and create cartridges; verify that ballots and cartridges match and inserts cartridges in voting machines.
- Oversee training of poll officials including coordinating schedules for training.
- Oversee and perform election information updates on website and assure they meet statutory compliance.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of San Juan County Clerk's Office.
- Knowledge of State of New Mexico election law, Open Meetings Act, and Inspection of Public Records Act and any additional laws and ordinances that govern elections and records and electoral calendar. Knowledge of the State Election Code and Federal Voting Rights Compliance Act.
- Knowledge of advanced legal terminology, HIPAA and handling confidential and sensitive matters, and advanced accounting principles.
- Knowledge of County policies and procedures.
- Knowledge of general office procedures and equipment,
- Knowledge of computer technology and experience and skill in troubleshooting issues.
- Knowledge of supervisory principles and practices.
- Knowledge and skill in Microsoft software.
- Skill in leading staff, workloads, and project completion.
- Skill in communicating effectively, both orally and in writing.
- Skill in explaining policies, procedures, and election specific information.
- Skill in organizing and prioritizing work and staff to meet established deadlines.
- Skill in establishing, interacting, and maintaining effective and cooperative working relationships with others including public, appointed, or elected officials, department heads, other department staff and coworkers and members of the general public or associate press with tact and diplomacy in a variety of settings.
- Skill in reading, understanding, interpreting, and drafting ordinances, codes, rules, regulation, policies, and procedures as related to State and Federal law as well as County operations.
- Skill in solving practical problems and deal with a variety of variables in situations with limited and standard solutions.
- Skill in dealing with varied and diverse cultures, personalities, and backgrounds of a general population.

Education and Experience

- Bachelor's Degree in a related field of study or a combination of education and experience that meet the knowledge and skills required and a minimum of seven (7) or more years of experience as defined:
- Six (6) years of experience should come from real estate, legal, accounting, banking, or a County Clerk's office.
- Two (2) years of experience in a lead or senior role.
- Must take the Clerk's oath and must be bondable.
- Ability to speak a second language preferred but not required.

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- Must have completed the voting machine technician training and become a trainer.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. Noise level is generally moderate.
- Work schedule for this position may include working on religious holidays.
- Periodically required to work irregular hours, overtime, evenings, holidays, and weekends, as well as extended regular hours, have blacked out absence periods, and/or attend irregular job-related meetings or trainings.
- Occasionally to Frequently push, pull, or carry containers weighing at minimum twenty-five (25) pounds and up to a maximum of fifty (50) pounds.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____