



Job Description

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| TITLE: Bureau of Elections Assistant | JOB CODE: 4141 |
| DEPARTMENT: County Clerk | FLSA: Non-Exempt |
| PREPARED: June 28, 2022 | FLSA CLASS: Clerical |
| UPDATED: | WORK LOCATION: Aztec, NM |
| | REMOTE WORK ELIGIBLE: Yes |

Summary: Under close supervision, process voter registration affidavit by precinct, including changes on existing voter records; Assist in maintenance of voter records and preparation of a variety of voter lists; assist with registering individuals to vote; assist with the election process. Assist with directing the general public, voters, precinct workers.

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.*

- Assist with the maintenance of voter registrations and election databases, aid in voter registration and election application software.
- Prioritize duties in accordance with election timetables and related information to ensure on time completion of assigned tasks.
- Enter voter registration maintenance. Assist with processing and applying affidavits of registration.
- Assist with notice preparation. Provide precinct boundaries, maps, and guides reflective of the current city, district, and legislative boundaries and mail voter information cards.
- Assist in election duties. Prepare, assemble, and distribute publications, notices, sample and official ballots, and prepare supply bags, equipment, and other printed materials related to election locations within San Juan County.
- Assist in preparing and testing election equipment; verify ballot tabulation processing and sequencing; certify the vote, prepare information for the official canvass, assist in any recounts or audits.
- Assist with the coordination of candidate filing reports; aid candidates in filing for public office; and mail voter information cards and mail voter information cards.
- Communicate with the public and respond to queries, requests, and questions.
- Provide copies of various documents, such as voter registrations, precinct maps, deeds, marriage licenses, and related information; receive telephone calls and walk-in queries for information and registration.
- Assist with processing absentee voting applications, issuances, and processing of official absentee voter ballots.
- Determine voter precinct for legislative, senatorial, and school districts based on voter's application; correspond with voter to clarify information as necessary.
- Assist in providing training to employees of agencies who conduct voter registration.
- Assist the recording division of the Clerk's Office as needed.
- Assist the public with record searches.
- Perform other related duties as assigned.

Job Description

Bureau of Elections Assistant

Required Knowledge and Skills:

- 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.
- Knowledge of customer service practices and techniques.
- Knowledge of County policies and procedures and NM State policies and procedures governing elections.
- Knowledge of the general office practices and procedures.
- Knowledge of statutes regarding marriage license, probate, recording, and filing.
- Knowledge of basic accounting principles.
- Knowledge of HIPAA policies and procedures and know how to handle sensitive and confidential matters professionally and tactfully.
- Skill in planning, organizing, and prioritizing varying workload and manage multiple projects at the same time.
- Skill in working within deadlines to complete projects and assignments.
- Skill in drawing maps, graphs, and charts from written and verbal specifications.
- Skill in establishing, interacting, and maintaining effective and cooperative working relationships with others including public, elected, or appointed officials, department heads, other department staff and coworkers, and members of the general public or associated press with tact and diplomacy in a variety of settings.
- Skill in understanding technical terms, words, and phrases with an ability to compile and prepare reports, performance metrics, and generate requested documents and information.
- Skill in following oral and written instructions, policies, and procedures.
- Skill in the use of a personal computer and standard business software and equipment.
- Skill in communicating effectively in oral or written form.
- Skill in effectively presenting information in a one-on-one basis or to a small group of customers or colleagues.
- 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.
- Ability to read, understand, interpret, and draft ordinances, codes, laws, rules, regulations, policies, and procedures as related to County operations.
- Ability to meet changing realities and iw willing to improve County systems, processes, and technologies.
- Ability to work closely and well together as a team; and work independently or as a team to achieve office directives and goals.
- Ability to read and comprehend instructions, short correspondence and memos, safety rules, operating and maintenance instructions, and policy or procedure manuals.

Education and Experience

- High school diploma or GED required, plus a combination of post-secondary education and experience totaling two (2) years.
 - One (1) year of experience should come from real estate, legal, accounting, banking, or a County Clerk's office.
- Must become a certified voting machine technician (training provided).
- Must take the Clerk oath and must be bondable.
- Ability to speak a second language is preferred but is not required.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

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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.
- 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.
- Noise level is generally moderate.
- Work schedule for this position may include working on religious holidays.
- 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:

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