



Job Description

TITLE: Bureau of Elections Coordinator	JOB CODE: 4142
DEPARTMENT: County Clerk	FLSA: Non-Exempt
PREPARED: June 28, 2022	FLSA CLASS: Clerical
UPDATED:	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: Yes

Summary: Under moderate supervision, process voter registration affidavit by precinct, including changes on existing voter records; maintain voter records and prepare a variety of voter lists; register individuals to vote; assist with the election process, records, returns and related activities; confirm polling places and precinct workers; process absentee votes.

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.*

- Coordinate the maintenance and upkeep of voter registration and election databases, operate voter registration and election application software; compile a variety of administrative data for special reports and forms.
- Prioritize duties in accordance with election timetables, and related information to ensure on time completion.
- Perform voter registration activities. Prepare notices, process, and apply affidavits of registration; maintain precinct boundaries, maps, and guides reflective of the current city, district, and legislative boundaries and mail voter information cards.
- Prepare ballot boxes for elections, file voter registrations and election materials.
- Assist in coordination of testing election equipment; verify ballot tabulation processing and sequencing; conduct an official canvass; and certify the vote and any recounts.
- Perform election activities. Prepare, assemble, and distribute publications, notices, sample and official ballots, and precinct supplies, equipment, and other printed materials related to election locations within San Juan County.
- Respond to public inquiries and refer to appropriate staff member as needed; explain the application of statutes and regulations.
- Enter data into a computer to produce a pre-edit print out; capable of making any necessary corrections or edits to the pre-edit; produce an error free final report.
- Coordinate candidate filing reports; aid candidates in filing for public office.
- 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.
- Process absentee voting applications; issuances, and processing of official absentee voter ballots.
- Delete deceased voter records based on data received from the State of New Mexico Vital Statistics Department and voters with felony convictions upon receipt of decree from district or federal court clerk; prepare deleted reports and files determine voter precinct for legislative, senatorial, and school districts based on voter's application; correspond with voter to clarify information as necessary.
- Send voter registration maintenance forms to the Secretary of State.
- Assist with training poll officials including coordinating schedules for training.

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- Create forms and maps to assist voters in locating voting precincts.
- Set up election night reporting using proprietary software to obtain voting machine results from various polling places throughout the County.
- Maintain voting machines; order parts to repair and maintain machines; prepare voting machines for certification.
- Organize and schedule deliver and pickup of voting machines and supply boxes from polling sites.
- Assist with the creation and build of election training presentations.
- Schedule and perform backup procedures for election servers.
- Assist the recording division of the Clerk's Office as needed.
- Assist the public with record searches.
- Assist with the upkeep and maintenance of the Clerk's Office website.
- Provide training to employees of agencies who conduct voter registration.
- Assist in training election staff as needed.
- Performs other related duties as assigned.

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 and electoral calendar.
- Knowledge of customer service practices and techniques.
- Knowledge of County policies and procedures and NM State policies and procedures governing elections.
- Knowledge of general office practices and procedures.
- Knowledge of basic legal terminology.
- 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.
- Knowledge of Microsoft software.
- 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, 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 understanding technical terms, works, and phrases with an ability to compile and prepare reports, performance metrics, and generate requested documents and related 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.

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- 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 willing to improve County systems, processes, and technologies to meet these changes.
- Ability to work closely and well together as a team; and work independently or as a team to achieve office directives and goals.

Education and Experience

- High school diploma or GED required.
- A combination of four (4) years related experience and/or post-secondary education.
- Two (2) years of experience s should come from real estate, legal, accounting, banking, or a County Clerk's office.
- Associate degree preferred.
- Must take the Clerk oath and must be bondable.
- Ability to speak a second language preferred but not required.
- Must have completed the voting machine technician training.
- 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.
- 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:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
