



Job Description

TITLE: Bureau of Elections Senior Coordinator	JOB CODE: 4143
DEPARTMENT: County Clerk	FLSA: Non-Exempt
PREPARED: June 28, 2022	FLSA CLASS: Clerical
UPDATED:	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: Yes

Summary: Under general 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. Assist the record division. Complete returns and other related activities. Assist with the confirmation of polling places and precinct workers; process absentee votes. Responsible for leading and coordinating trainings, assignments, and duties.

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.*

- Provide assistance in management of the activities related to occurring elections under the jurisdiction of the San Juan County Clerk and Chief Deputy Clerk.
- Perform complex election duties; must have knowledge of election procedures in accordance with state statutes.
- Act as a resource to other Bureau of Elections staff regarding documentation and/or procedural issues.
- Maintain and update voter registration and election databases, operate voter registration and election application software; compile a variety of administrative data for special reports and forms.
- Coordinate with colleagues the preparation of notices, and the processing and scanning of voter registrations.
- Coordinate and set-up each election; make and post necessary changes, proclamations, and other related notices; recruit and assign poll workers; oversee entry of voter credit and purge of voters.
- Responsible for coordinating the build and compilation of candidate packets.
- Coordinate the training of staff for the voter registration database; and helps to cross-train with records.
- Respond to public service requests for voter data from candidates, political committees, and members of the public.
- Process absentee voting applications; issuances, and processing of official absentee voter ballots.
- Perform procedures in accordance with state statutes relating to early voting and election day voting.
- Lead and assist with the removal of deceased and felony convicted voters from files; review prepared reports and authorize for filing.
- Answer phone and help public at front counter.
- Provide copies of requested archived documents.
- Coordinate with recording division to ensure staff coverage.
- Schedule and perform backup procedures for election servers.
- Help set-up early voting sites throughout the County, consisting of voting machines and voting booths.
- 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 for repair and upkeep and prepare for certification.
- Organize and schedule the delivery and pickup of voting machines and supply boxes to each polling location.
- Assist in creation of election training packets and materials.

Job Description

Bureau of Elections Senior Coordinator

- Assist with the upkeep and maintenance of the Clerk's Office website.
- Assist with training poll officials including coordinating schedules
- Monitor and preform election information updates to websites for public information.
- 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 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

- High School diploma or GED required.
- A combination of six (6) years related experience and/or post-secondary education.
- Four (4) years of experience should come from real estate, legal, accounting, banking, or a County Clerk's office.
- Associates degree preferred.
- Must take the Clerk oath and must be bondable.
- Ability to speak a secondary language is preferred but not required.
- 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.
- Work schedule for this position may include working on religious holidays.

Job Description

Bureau of Elections Senior Coordinator

- 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.
- 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:** _____