

SNOHOMISH COUNTY JOB DESCRIPTION
BALLOT PROCESSING CENTER SPECIALIST

Spec No. 6048

BASIC FUNCTION

To coordinate and supervise the operations of the ballot processing center. Supervise and train seasonal elections workers. Responsible for ordering election materials and supplies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates ballot processing system; analyzes and resolves technical problems, logistical and workflow issues encountered in the ballot processing center.
2. Provides direct supervision to ballot processing center political party leads; prioritizes and assigns daily work.
3. Responsible for security, quality control and daily accountability of ballots at all times at the processing center; must coordinate with Voter Registration signature verification function in maintaining complete accountability of all ballots.
4. Assists in the development and implementation of security and quality standards; maintains processing center policies and procedures.
5. Monitors and maintains processing center inventory and supplies.
6. Develops, recommends and implements procedural changes and programs for use by the work unit.
7. Creates, develops and designs training manuals and tools and manual accountability forms for the processing center.
8. Trains seasonal help on all processing center policies and procedures.
9. Initiates correspondence related to all assigned duties.
10. Collects data and statistics; prepares reports and maintains accounts as required as relates to processing center reporting and community collection center and accessible voting location reporting.
11. Plans, organizes, coordinates and supervises the work of community collection center and accessible voting location seasonal workers.
12. Prepares training materials and manuals used by community collection center and accessible voting location seasonal workers.
13. Hires seasonal workers for the community collection centers and accessible voting locations.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

14. Coordinates, supervises and participates in the collection of mail ballots and accessible voting units to and from sites.
15. Coordinates and schedules the use of collection sites; researches and obtains rights for use of new facilities; maintains current site information in all divisional databases; prepares site contracts including the information for risk management purposes.
16. Serves on teams and work groups as needed.
17. Maintains related files as directed.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Two (2) years of experience as an Election and Voter Registration Examiner II or a related business environment; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Previous experience in the county election process and supervisory responsibilities are preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Must acquire and maintain election administrator certification through Washington State Office of the Secretary of State within three (3) years of hire.

PHYSICAL REQUIREMENTS

Ability to lift objects weighing up to 40 pounds. Extended periods of standing, pushing, reaching, and lifting objects for up to periods of 8 hours may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- election policies, procedures, and commonly used terminology and equipment
- federal, state and county laws, ordinances and administrative codes relating to elections
- office practices and procedures
- basic training, teaching and evaluation practices and methods
- proper English, spelling, grammar, punctuation and word usage
- basic supervisory methods and techniques

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KNOWLEDGE AND ABILITIES (Continued)

- personal computer and business related software usage
- project planning

Ability to:

- effectively coordinate, supervise and evaluate the work of seasonal staff
- effectively organize and coordinate processes and tasks
- establish and maintain effective work relationships with superiors, peers, associates, subordinates and the general public
- communicate effectively both orally and in writing
- operate county standard office equipment and computer software and hardware
- work, resolve issues and make decisions effectively and efficiently under pressure and meet deadlines
- critically analyze and solve problems associated with the work unit
- maintain necessary records and prepare required reports
- read, interpret and apply election rules, regulations, laws and procedures
- exercise initiative and judgement to make decisions within scope of authority
- speak in public to large groups

SUPERVISION

The employee receives supervision from the Election and Voter Registration Supervisor. The employee is responsible for the quantity, quality and accuracy of the work produced by seasonal staff. The employee plans and carries out successive steps to resolve problems in accordance with the written and/or verbal instructions, policies, procedures and accepted practices.

WORKING CONDITIONS

The work is performed in the Elections Division of the Auditor's Office; however, work assignments may be off-site including, but not limited to, the election distribution center and/or the contracted election printers facilities. The employee is required to work overtime hours and/or weekends and/or split shifts as necessary to meet the workload of the division during high volume periods. Overtime may exceed an additional 5 hours a day. Occasional travel is required.

Sedentary work requiring the exertion of up to 40 pounds of force seasonally and a negligible amount of force frequently or constantly to move objects; work requires reaching, bending, standing, walking, pulling, pushing, lifting, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; employee is not subject to adverse environmental conditions.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Class Established: January 1986 as Elections Publication and Scheduling Technician
Re-titled and Revised: November 2001 Poll Worker and Voter Outreach Technician
Re-titled and Revised: July 2007 as Ballot Processing and Voter Outreach Technician
Revised and Re-titled: May 2009
EEO Category: 6 – Administrative Support
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous