

SNOHOMISH COUNTY JOB DESCRIPTION

ELECTION AND VOTER REGISTRATION EXAMINER LEAD

Spec. No. 3324

BASIC FUNCTION

To lead, train and evaluate Election and Voter Registration Examiners and extra help support staff in complex office work requiring considerable knowledge of federal, state and county laws, regulations and ordinances; to certify Election and Voter Registration Examiners in all phases of federal and state election and voter registration functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads subordinates as required; prioritize and assigns daily work and trains subordinate level employees as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day personnel questions and problems; may act as the Election and Voter Registration Supervisor in his/her absence.
2. Develops, implements, and monitors work plans for subordinates and seasonal support staff to meet and maintain production and accuracy levels; plans and forecasts seasonal staffing level needs based on projected workload.
3. Analyzes and resolves technical problems and questions encountered in the work unit which subordinate level employees cannot answer; receives, investigates and resolves customer's questions, problems and complaints; serves as technical support to other government agencies or contractual agents.
4. Develops, recommends, and implements procedural changes and systems for use by subordinate level employees in the work unit; may serve as liaison with other departments or government agencies; may be required to represent the department/office in related presentations/meetings outside the office.
5. Initiates correspondence related to assigned duties.
6. Assists Manager and Supervisor with administrative matters such as recruiting seasonal help applicants, job interviews, budget preparation, new employee probation evaluations, employee counseling, development of office policy, development of computerized systems and assessing the impact of implementing new statutory requirements as directed.
7. Collects data, prepares reports and maintain records as required.
8. Performs all duties of an Election and Voter Registration Examiner II.
9. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

Four (4) years experience as an Election and Voter Registration Examiner II, PLUS, completion of the Election Examiner Training Program and successful completion of the Secretary of State Election Certification Program; OR, the equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

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 up to 35 pounds is required. Extended periods of standing, reaching, lifting objects for up to periods of 8 hours may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- general standard office practices, techniques and processes
- advanced accounting and cashiering methods, techniques and principles
- federal, state, and county laws, ordinances and administrative codes relating to elections and voter registration functions
- business writing skills including proper English, spelling, grammar, punctuation and word usage
- basic training, teaching and evaluation practices and methods
- supervisory methods and techniques
- statewide voter registration database policies and procedures
- Microsoft office software including proficiency in Access, Excel and Word

Ability to:

- read, interpret, and implement laws, rules and regulations and policies
- identify procedural issues and system problems and to develop and recommend effective solutions and new processes
- establish and maintain effective work relationships with supervisors, peers, subordinates, and representatives from other government agencies
- provide other employees with training and/or technical support as needed

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KNOWLEDGE AND ABILITIES (Continued)

- perform duties, resolve issues and make decisions effectively and efficiently under pressure
- exercise courtesy, discretion and tact
- communicate effectively orally and in writing using proper grammar, spelling and punctuation
- effectively lead, coordinate and evaluate the work of subordinate level employees, including extra help staff
- prepare staff work schedules, training schedules, lunch and break schedules and to make necessary adjustments for unplanned absences or to balance the work flow as necessary
- accurately utilize standard and specialized office equipment in the division
- evaluate production and performance levels for subordinates and provide effective feedback
- follow and/or issue oral and written instructions
- exercise initiative and judgment and make decisions within scope of authority
- operate on-line PC terminals as it relates to the operation of the division
- maintain necessary records and prepare required reports
- follow oral and written instructions
- communicate effectively orally and in writing
- assist the public in a tactful and courteous manner
- update and write new procedures when necessary
- train others
- provide verbal and written analysis of subordinate employees to Supervisor and/or Manager for performance evaluations, coaching and disciplinary action

SUPERVISION

The employee in this class receives administrative direction from the Supervisor and has wide latitude in dealing with technical matters of the division. The employee plans and carries out successive steps to resolve problems in accordance with 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. 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. This is sedentary work requiring the exertion of up to 35 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

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WORKING CONDITIONS (Continued)

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.

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: November 1995

Previous Spec No. 431442

Revised: March 2000, May 2003, July 2006, May 2009

Revised and Retitled: August 2007 as Election and Voter Registration Examiner, Lead

EEO Category: 6 - Administrative Support

Pay Grade: 237- Classified Pay Plan

Workers Comp: 5306 Non-Hazardous