

**WALLA WALLA COUNTY  
POSITION DESCRIPTION FORM**

**JOB TITLE:** Elections Specialist/Licensing Clerk II

**DEPARTMENT:** Auditor's Office

**REPORTS TO:** Auditor, Chief Deputy Auditor, Supervisor of Elections or Lead Licensing Clerk

**PAY GRADE:** 4; Full time (35 hours/week); Benefits Apply; Courthouse Union

**JOB SUMMARY:** Assists with planning, organizing, and coordinating the Voter Registration process. A thorough understanding of the voter registration process, elections policies, and procedures as required under federal and state law is preferred. Must be able to act independently and be able to work effectively in a team setting. Carry out assignments in accordance with established procedures and exercise independent judgment in position responsibilities, particularly in more routine tasks. Provides back-up for other Auditor office functions mainly Vehicle Licensing.

**SUPERVISORY RESPONSIBILITIES:** May provide guidance and direction to part-time and/or temporary elections employees.

**ELECTIONS ESSENTIAL FUNCTIONS:**

- Assists with planning, organizing, coordination of all phases of the voter registration process, within the Auditor's Office and assists the Supervisor of Elections with the election process.
- Researches and resolves issues with voter registration records using the State Voter Registration Data Base.
- Provides customer service for citizens; voter registration changes, directing inquiries and providing general election and voter information.
- Assists the public through the voter registration process, ensuring that all information collected is accurate and complete.
- Prepares mailing and confirmation notices to registered voters as well as receiving confirmation notices, information from postal service and updating the voter registration master file to reflect changes.
- Conducts the national change of address process, as prescribed, under the National Voter Registration Act.
- Assists with all aspects of the elections process, may serve as a back-up to the Supervisor of Elections.
- Provides security for all undeliverable ballots and determines which are to be re-mailed.
- Maintains the security of all ballots received until the time of processing.
- Closes voter registration books in accordance with state and federal law.
- Maintains election files according to prescribed retention schedules.
- Assists with maintenance of Elections Policy and Procedure Manual.

**LICENSING ESSENTIAL FUNCTIONS:**

- Issues vehicle/vessel, titles, licenses, tabs, and registrations.
- Enters data with accuracy into DOL licensing system.

- Interacts with public to meet vehicle licensing requests/needs.
- Maintains DOL files according to prescribed retention schedules.

**ELECTIONS EXAMPLE OF DUTIES:**

- Receives and processes documents according to prescribed rules and regulations.
- Performs data entry of voter registration information.
- Prepares correspondence for a variety of voter registration matters that need to be resolved.
- Assists with the maintenance, processing, and storing of all files and supplies necessary to the voter registration and election process in accordance with state and federal law.
- Acts as the lead worker for election workers processing unopened ballots, referring unique situations to the Supervisor of Elections.
- Prepares daily reports detailing number of ballots received.
- Attends meetings and training sessions, as required.
- Assists with statistical records, certification of elections, abstracts of election results, candidate filings, and public disclosure forms.
- Assists with preparation of election materials and equipment.
- Maintains follow-up system on reports of actions required on a periodic basis, such as voter maintenance, appointment/election of officials, special districts, precinct committee officer lists, and election results.
- Verifies voters' signatures, gives voting credit, balance with envelope counts.
- Assists with programming and testing of ballot software and hardware.
- Provides training to extra election personnel.

**LICENSING EXAMPLE OF DUTIES:**

- Receives fees and balances totals at close of business.
- Operates various office equipment including computers, adding machines, copy machines and related equipment.
- Refers callers to proper sources.
- Maintains various departmental, fiscal, and other office records according to standard procedures.
- Answers inquiries from the public and provides forms and documents.
- Assists in other Auditor's Office duties as needed and/or assigned.

**EQUIPMENT TO BE USED:** General office equipment, e.g. computers, printers, copiers, multi-line phone, fax machine, 10-key calculator, typewriter and, election equipment.

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:** Work is primarily performed in an office setting but employee is also expected to travel to off-site locations or to attend meetings, seminars, or other work-related activities. May be required to lift up to fifty (50) pounds on occasion and more frequently during elections. Ability to walk, sit or stand for extended periods of time, maintain balance, climb stairs and inclines, and bend, stoop, reach, pull, push, and twist. Visual and hearing acuity and finger dexterity to perform position functions.

**ELECTIONS KNOWLEDGE AND ABILITIES:**

- Knowledge of voter registration system for maintaining election data, updating, and providing information.
- Knowledge of modern election procedures, processes, law, clerical, and office procedures.

- Working knowledge of Microsoft Office software and election programs and operation of various office machines.
- Ability to work independently and accurately by prioritizing and organizing workload.
- Ability to accurately type 45 words per minute.
- Ability to apply applicable Federal, State, and local laws.
- Ability to respond to requests and inquiries from the general public.
- Ability to prepare clear and concise reports.
- Ability to meet attendance standards necessary for successful job performance.
- Ability to work overtime and/or weekends as required, especially during elections.
- Ability to interpret and follow complex oral and/or written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain effective work relationships with public agencies, organizations, employees, candidates, and citizens and communicate orally and in writing using tact, discretion, and courtesy in interdepartmental and public contact.

**LICENSING KNOWLEDGE AND ABILITIES:**

- Knowledge of general office practice and procedures.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the basic principles and practices of bookkeeping for the position.
- Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- Ability to establish effective working relationships with other employees.
- Ability to understand and apply guidelines to varied operational requirements, and to follow oral and written instructions.
- Ability to communicate with the public in a pleasant and courteous manner.
- Ability to learn and follow office methods, rules, and policies.
- Ability to maintain a neat and orderly work area.

**EDUCATION AND EXPERIENCE:** Two (2) year AA degree, coursework in clerical fields; or knowledge and skills normally associated with someone who has an AA degree in a clerical field and two (2) years of related experience in elections or two (2) years of experience in Vehicle Licensing or their equivalent that, in the opinion of management, is equivalent.

**LICENSES AND OTHER REQUIREMENTS:** Obtain and maintain a State of Washington Elections Certification within 18 (eighteen) months of hire date. Ability to obtain and maintain adopted DOL certification standards. Must be bondable. Maintain valid driver's license; driver's record must be acceptable to the County insurance carrier. Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**