



CLASS SPECIFICATION

Class Code: 60018780
Date Established: 07/2020
Last Reviewed: 10/2024
Last Revised: 10/2024
Last Title Change:
FLSA: non-exempt
Probation: 6 months

ELECTIONS SPECIALIST

DEFINITION

Under general supervision, provides oversight of an assigned Registrar of Voter's program including elections process management; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience in specialized technical or election operations OR one year full time experience in an office, warehouse, or logistics environment involving records or project management, coordinating business operations, customer service, and direct public or vendor interaction AND an associate degree from an accredited college or university in political science, business, communications, marketing, or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid Nevada driver's license is required at the time of appointment.

Must be a registered voter in the State of Nevada or become a registered voter at the time of appointment.

Must be a United States Citizen at the time of application.

SUPERVISION EXERCISED

May provide lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee and lead assigned program area(s) by reviewing, evaluating, and recommending improvements in work methods, techniques, systems, and equipment to evaluate and improve the effectiveness, efficiency, and utility of operations.

Monitor and coordinate election/district preparation, petitions, and compliance with federal and state election laws.

Coordinate all aspects of the services and programs within the Registrar of Voters, such as, poll worker recruitment, mail ballot management, work sharing, community outreach and voter registration drive programs.

Perform all front office functions including voter registration and voter roll maintenance programs, miscellaneous correspondence, and database records management; provide exceptional customer service and support in compliance with federal and state election laws.

Develop and implement community outreach programs; manage education and training for the poll workers; assist with the development of training materials.

Recruit, select, organize, train, and schedule temporary/seasonal public and poll workers; promote programs within the Registrar of Voters; evaluate program progress and success; maintain all related documentation and records.

Provide training in work methods, techniques, use and operation of equipment, and provide feedback for inclusion in staff performance evaluations.

Establish and maintain general and technical record keeping systems; maintain and update resource and reference materials; encode, enter and retrieve data using specialized software; produce, verify and distribute reports as needed.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned)*

Knowledge of:

Departmental/divisional policies, practices, and procedures.

Management information systems, software, and equipment specific to assigned responsibilities and knowledge areas.

Principles, practices, and terminology as necessary to assigned responsibilities.

Federal election laws and regulations, Nevada state and county election laws, codes, regulations, and procedures.

Ability to:

Evaluate, develop, and implement changes in operating processes and procedures.

Develop and present written and oral presentations.

Effectively represent programs within the Registrar of Voters.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Develop and implement effective training programs appropriate to the intended audience.

Acquire, test, maintain, and troubleshoot computer and election equipment and software for specific departmental applications.

Provide lead direction to assigned staff in a positive and effective manner.

Provide quality customer service interacting with the public regarding election processes and procedures.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

General bookkeeping practices, manual and automated filing systems, and record management practices.

Principles and practices of project management and events planning.

Principles and practices of professional business correspondence, data entry, and documentation.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Computer software including spreadsheets, word-processing, and database applications.

Basic mathematics including fractions, percentages, geometry, algebra, and statistics.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Read, interpret, apply, explain, and adhere to pertinent laws, statutes, codes, regulations, and standards including administrative and departmental policies and procedures.

Proofread a variety of routine and non-routine documents for accuracy and completeness.

Collect, verify, and enter data and process source documents appropriately.

Handle multiple tasks simultaneously, under pressure, and in emergent and stressful situations.

Assimilate information and write concise and comprehensible summaries, reports, and minutes.

Communicate clearly and concisely both orally and in writing, tailoring the message to the intended audience.

Interact effectively with people of different social, economic, and ethnic backgrounds.

Delegate and review work product and train temporary/seasonal staff.

Operate a personal computer and use a variety of software.

Maintain confidentiality for all forms of documentation.

Establish and maintain effective and cooperative working relationships with all those contacted through the course of work.

Special Requirements *(Essential duties in some positions in this classification may require the following physical skills and work environment.)*

Ability to sit, stand, walk, kneel, crouch, squat, twist, and lift up to 50 lbs.; exposure to noise and the outdoors; ability to travel to different sites and locations. Ability to work in both a professional office and warehouse environment. Ability to work extended hours, weekends, and holidays in preparation and during elections.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.