



FRANKLIN COUNTY JOB POSTING Elections Assistant

Open Date: June 6, 2022	Location: Franklin County Courthouse 1016 N 4 th Ave, Pasco, WA
Close Date: July 6, 2022	Type: Full-Time, Bargaining
Reports to: Elections Manager	FLSA Status: Non-Exempt
Salary and Benefits: Grade 13, Starts at \$20.37/Hour; Full Benefits Package	

SUMMARY

The Elections Assistant performs a variety of tasks in support of current department and County practices, in order to administer elections and voter registration in the County for all federal, state, County, municipal, and special district elections.

ESSENTIAL FUNCTIONS OF THE JOB

- Assists with elections department activities including records and reporting, ballot processing and replacement, security, signature verification, ballot tabulation, canvassing of ballots, auditing, reconciling, and other post-election processes.
- Assists the public by phone, correspondence, or in-person regarding election requirements, laws, and related procedures.
- Assists with accounts payable processing
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of modern principles, methods, and practices in election management including ballot preparation, voting procedures and conducting of elections, and voting machines.
- General knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment according to current department and County practices, including elections, voter registration, and election records.
- General skills in troubleshooting and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient computer skills including proficiency in Word, Excel, Outlook, the internet for research, and the ability to develop proficient skills in the current County-wide resource planning software.
- Ability to maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.

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- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - frequently: in an office environment, in outdoor weather conditions, and near dirt, dust, and shavings, and
 - occasionally: near moving mechanical parts.
- The noise level in the general work environment is usually moderate like a standard business office.

SPECIAL CONSIDERATIONS

- Required to work nights, weekends, or holidays as needed in order to meet deadlines, especially during election season.
- Required to travel regularly within the local community during elections to ballot boxes located throughout Franklin County and occasionally required to travel to training, and conferences.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The person in this position must be able to
- spend the following amount of time in an activity:
 - constantly: talk or hear, use hands and/or fingers to handle, feel, or operate equipment or tools, and reach with hands and arms, and
 - frequently: stand, walk, or sit for extended periods, climb, pull, push or balance, and stoop, kneel, crouch, or crawl, and
 - occasionally: taste or smell and work in cramped or confined space.
- carry or transport up to 50 pounds occasionally.
- have the following vision abilities: close vision (less than 1 inch to 20 inches or more).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma, OR G.E.D.
- Two years customer service experience in a high transaction environment.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's Degree
- Ability to speak, read, and write Spanish

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LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Washington State registered voter, or ability to register within 30 days of hire.
- Certification as an Assistant Election Supervisor (State of Washington), or ability to receive within two years.
- Washington State Patrol signature verification training, or ability to receive within one year.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Refer to Franklin County Website for complete job posting and application instructions.

APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:

Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813

OR DOWNLOAD FROM THE COUNTY WEBSITE AT: www.co.franklin.wa.us

E-MAIL COMPLETED APPLICATION PACKAGE TO: hr@franklincountywa.gov

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.