



San Joaquin County Registrar of Voters invites you to apply for the position of:

Elections Technician

Temporary Position: \$17.09 Hourly

THE POSITION

San Joaquin County Registrar of Voters is seeking enthusiastic, detail-oriented people to fill several temporary Election Technician positions within the department to provide support to conduct a fair, accurate and transparent election and to serve all customers—voters, candidates, campaigns, interested observers, community groups, etc.—with the highest level of integrity and efficiency.

Election Technicians will assist staff in the various units with candidate services, official ballots, voter information materials, proofreading, precinct operations, poll workers, voter registration, vote-by-mail, ballot counting and reconciliation and/or voting systems support. The work schedule may exceed 40 hours per week, including evenings and weekends and holidays.

TYPICAL DUTIES

- ◆ Assists with candidate filings, including processing of candidate documents; accepts and proofreads candidate statements of qualifications; verifies residence and accepts filing fees.
- ◆ Processes voter registration documents, absentee voter applications and ballots, and other election-related documents; verifies signatures on candidate nomination petitions; maintains and updates voter registration files; ensures compliance to all regulatory requirements.
- ◆ Responds to questions and inquiries from candidates, office holders, voters and the general public.
- ◆ Prepares a variety of correspondence, forms, legal documents, audits, reports and other written communication.
- ◆ Operates a variety of office machines, including voter machines and computers.
- ◆ Computes and collects fees, issues receipts, sells maps and voter indices; accepts filing fees.
- ◆ Verifies, codes and enters information into data entry system; assists in maintaining master file of registered voters, street index and/or other elections files.

MINIMUM QUALIFICATIONS

License: Possession of a valid California Class “C” driver’s license.

EITHER PATTERN I

Experience: One year of work experience in a California Elections Office at a level equal to or higher than Elections Technician Trainee in San Joaquin County service.

OR PATTERN II

Experience: Two years of general clerical or office technical work, which included substantial public contact.

Substitution: One year of business training in an approved vocational training program may substitute for one year of the above-required general clerical or office technical experience; OR b) Completion of 30 semester/45 quarter units at an accredited college or university may substitute for one year of the above-required general clerical or office technical experience.



Elections Technician

Recruitment Announcement
0218-RO4711-TM

APPLICATION AND SELECTION PROCEDURE

Completed application and supplemental questionnaire must be submitted by the **Final Filing Date of March 2, 2018**. **Note:** Resumes will not be accepted in lieu of an application.

Applicants who meet the minimum qualifications will be required to take a written examination. Depending upon the number of candidates who receive a passing score, the top candidates may be referred to the department for hiring consideration.

APPLY ONLINE:

www.sjgov.org/department/hr

By mail or in person:

San Joaquin County Human Resources
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202

Office hours are Monday–Friday, 8:00am to 5:00pm; excluding holidays.
Phone: (209) 468-3370.

Testing is scheduled to begin: March 14, 2018



VARIOUS JOB ASSIGNMENT INFORMATION

This recruitment is being used to selected candidates that may be assigned to four different areas:

Elections Technician— Candidate Services: Typical duties will include review of legal documents to verify compliance; assist candidates in filing and processing nomination documents; handle confidential information and follow strict guidelines; typing and data entry; signature verification. **The ideal candidate will be detail-oriented, have strong customer service skills, and the ability read, write and proofread documents.**

Elections Technician— Election Trainer: After being provided on-the-job training, this assignment will set up and conduct election-related trainings regarding California Election Laws and Procedures; This position will travel to and from training locations using their personal vehicle (mileage reimbursement will be provided); set up, and operate laptop, projector and microphones; lift items (up to 40 lbs.) while loading and unloading vehicle; and assist with the completion of the post-election canvass. **The ideal candidate will have experience conducting classes, training, seminars/workshops or presentations; organizing, supervising or coordinating work activities of a group of 5-10 people; prior experience in election-related activities.**

Elections Technician— Technical Support: This assignment will provide entry-level support in the testing, implementation and maintenance of applications across multiple platforms and technologies related to election voting equipment and voting system procedures; test and prepare voting equipment; and support the Call Center on Election Day. **The ideal candidate will have experience in a helpdesk or call center setting; knowledge of basic computer science or information systems; and the ability to follow precise directions from supervisor.**

Elections Technician— Voter Registration/Vote-by-Mail: Incumbents will assist voters with election related questions, in person and over the phone; scan and process voter registration cards; check and verify signatures of Vote-by-Mail (absentee voters); and remove ballots from envelopes and inspect for processing. **The ideal candidate will have experience in general office clerical work; be proficient in data entry and familiar with standard office equipment.**

The hours and length of job assignment for each area will vary. Typically, all positions will work 30-40 hours per week, with possible overtime, including evenings, weekends and holidays.



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SUPPLEMENTAL QUESTIONNAIRE

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. When answering descriptions of your experience, please include name of employer, dates of employment, and your job title.

1. Do you possess a valid California driver's license? Please provide your license number and expiration date.
2. Do you have two years of general clerical or office technical work experience which included substantial public contact? If yes, please describe your experience and include the name of your employer, dates of employment and a detailed description of the job duties you performed and the substantial public contact you had during your employment.
3. Briefly describe any previous experience you may have in an Elections or Registrar of Voters Office. Please include the specific areas you have experience.
4. As described above, please select any and all areas you would be interested in being considered. You may select more than one:
 - Elections Technician— Candidate Services
 - Elections Technician— Elections Trainer
 - Elections Technician— Technical Support
 - Elections Technician— Voter Registration/Vote-by-Mail