



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

Elections Technician

Temporary Position: \$16.11 Hourly

THE POSITION

San Joaquin County Registrar of Voters is seeking enthusiastic, motivated individuals to fill several temporary Election Technician positions within the department in order to provide support during upcoming elections in the various units such as Candidate Filing or Registration. Some of the duties may include but is not limited to assisting with candidate filings; accepting and proof reading candidates statements of qualifications; responding to questions and inquiries from candidates and other agency officials; preparing a variety of correspondence, forms, reports, and other written communication; computing and collecting fees.

The work schedule may exceed 40 hours per week, including evenings and week-

VISION

Voting Insures Strength In Our Nation

Through Precision,
With Virtue and Pride,
We Are the Silent Support
of This System.

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
0915-RO4711-TM

APPLICATION AND SELECTION PROCEDURE

Completed application and supplemental questionnaire must be submitted by the **Final Filing Date of October 9, 2015**. **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/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: October 26, 2015



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. Identify the office equipment with which you possess proficiency.