

ELECTIONS COORDINATOR

DEFINITION

Under general direction, to perform a variety of specialized administrative election duties for the Plumas County Elections Division of the Clerk-Recorder's Department. Performs information gathering, information preparation, and public relations assignments in the planning and conduction of local, State and Federal elections and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification with responsibility for the day-to-day coordination of the Elections Division. This position must exercise a high degree of judgment and initiative, and must have a thorough knowledge of "The Help America Voter Act", the "National Voter Registration Act", all election codes, the election process, local, State, and Federal elections, and perform office support duties for the County Clerk-Recorder.

REPORTS TO

Assistant County Clerk-Recorder

CLASSIFICATIONS DIRECTLY SUPERVISED

Elections Services Assistant I and II
Temporary Election Boards
Ballot Processing Boards

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EXAMPLES OF DUTIES

- Assists in planning, organizing and coordinating the election functions of the county including local, State and Federal elections.
- Using a secure statewide database and certified software, creates and redesigns the ballot layout, with paper sizing, formatting, water marks, and coding for each individual election.
- Programs memory cards for touch screen and optical scan units.
- Insures proper publication and posting of legal notices.
- Insures proper preparation of reports and documents for the Secretary of State's office.
- Maintains voter registration data.
- Reviews candidates filing documents to insure proper submission of forms, other documents and fees.
- Accepts initiative, referendum, and other petitions for filing, verifying signatures when necessary.
- Secures additional staffing for election boards and maintains security during election cycles.
- Assists in recruiting, electing and training of election processing boards.
- Canvasses precinct records to verify election results and prepares statements of votes cast.
- Establishes and maintains filing systems for election documents, making changes and adjustments as necessary.
- Provides information to the public concerning candidates filing requirements, election regulations, and election functions.
- Accepts Conflict of interest statements and insures proper filing with the Fair Political Practices Commission.
- Issues marriage licenses, performs wedding ceremonies, and issues certified copies of birth, death, marriage and military discharge papers.
- Performs official Oath of Office ceremonies.
- May be required to work extended hours and weekends as needed during peak election periods and attend out of county training as needed.
- Oversees collaboration among management, staff and consultants to develop training curriculum as necessary.
- Prepares statistical reports and provides analysis.

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Voter Registration Services

This classification oversees all aspects of the voter registration and voter services and is responsible for:

- Processing conditional voter registration and provisional voting.
- Cancelling active voters based on notification from the Superior Court of felony status.
- Maintaining voter records of confidential voters, military and overseas voters as well as seasonal address voters.
- Overseeing all functions within the VoteCal (Statewide Voter Registration Database).
- Filing and processing state and local petitions.
- Administering the maintenance of official lists of streets, precincts and districts from maps and records provided by the County Geographic Information System.
- Participating in the decennial census line boundary line changes.

Candidate Filing and Campaign Services:

- Manages relationships with vendors related to the Voter Information Guide preparation.
- Maintains official list of districts, offices, incumbents and candidates for present and historical purposes.
- Oversees all candidate filings, including declarations of candidacy, nomination petitions and codes of fair campaign practices.
- Facilitates submission of materials related to measures, resolutions, measure text, measure questions, impartial analyses, arguments and rebuttals.
- Conducts the randomized alphabet drawing in accordance with the California Election Code.
- Manages the layout, proofreading, production and timely mailing of Voter Information Guides.
- Prepares appointments of candidates in lieu of election and secures Board of Supervisor agenda time.
- Updates and monitors election and candidate project calendars.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination; physical ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners and FAX. Programs and tests specific election equipment.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; occasionally works outside; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules and regulations.
- Policies, functions, and requirements of the Registrar of Voters.
- Laws, rules, regulations including “The Help America Vote Act”, “National Voter Registration Act” and legislation governing the conduct of elections, filing of petitions, and the registration of voters.
- Laws, rules, and regulations, and legislation governing the public access to election documents and information.
- Proper procedures for the acceptance and filing of candidate documents.
- Election and precincting procedures.
- Public and community relations.
- Business and professional Codes.
- Health and safety Codes.
- Establishment and maintenance of filing and information retrieval systems.
- Account and fiscal recordkeeping.
- Office management methods and procedures.
- Computerization of election functions.
- Principles of work coordination and training.
- Fair Political Practices Commission rules, regulations and requirements.

Ability to:

- Plan, organize, and coordinate county election functions.
- Ensure accuracy of ballot configuration including layout, sizing, formatting and coding for each election.
- Monitor accuracy of ballot tabulation ensuring accuracy and confer with software vendors as needed.
- Provide training and coordination for assigned staff and temporary election personnel.
- Interpret, explain, and apply a variety of Federal, State and County election policies, rules and procedures and regulations.
- Read and understand statutes and instruction related to election functions.
- Work with initiative and independence while exercising good judgment in recognizing scope of authority.
- Write and update subject-matter procedures.
- Review and establish the validity of election results.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Effectively represent County Clerk-Recorder in answering questions, responding to inquiries, providing assistance, and handling concerns from the public, community organizations, and other agencies.

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Training and Experience:

Qualifications needed for this position:

Four (4) years of responsible clerical experience or administrative support work at a level equivalent to Deputy Clerk-Recorder II in Plumas County or Four (4) years of responsible experience performing a variety of elections office/administrative support functions.

Special Requirements:

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Must pass a Department of Justice (DOJ) background check as a condition of employment

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.