

Class Title: Election Technician I
Department: Clerk
FLSA: Non-exempt

Class Code: 1126
Grade: 13
Eff. Date: 01/05/2011
Revised: 03/01/2023

GENERAL PURPOSE

Under the general supervision of the Clerk or assigned supervisor, performs specialized duties related to elections and other clerk duties.

EXAMPLE OF DUTIES

Performs data entry for voter registration records including adding or updating voter registration records, vote history, petition participation, etc. in accordance with Federal and State Law, rule, policy and/or ordinance.

Assists in maintaining accurate inventory of voting equipment, programming, conducting pre-election and post-election testing, and auditing of voting equipment, maintaining accurate service logs for all equipment, performing minor equipment repairs.

Assists with recruiting and training election poll workers; creates and writes poll worker training curriculum; designs and prepares supplies.

Assist with maintaining accurate inventory of election supplies within the Davis County Election Center, creating forms and assembling books for polling locations; ordering and packing supplies for polling locations.

Assist with programming, receiving, processing and counting ballots, in accordance with Federal and State Law, rule, policy and/or ordinance.

Understands, interprets, and applies knowledge of Utah and Federal election laws to accurately assist with federal, state, county, municipal, special district and bond elections.

Assists with other functions in the department including, but not limited to, answering telephones, processing passports, issuing marriage licenses, and assisting the public; examining forms and other documents for accuracy and completeness; resolving discrepancies by consulting with supervisors or other employees.

Operates all applicable computer hardware and software programs and modern office equipment.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent), plus two (2) years of full-time general clerical experience. An acceptable combination of education and experience may be considered.

Preference given for related governmental election experience.

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: Modern office practices and techniques; departmental policies and procedures; computer hardware and applicable software.

Skill in: Proficiently Operating common office equipment including a copier, fax machine, multiline telephone, computer hardware and applicable software applications; file management, email, spreadsheets, word processing and web navigation.

Ability to: perform duties under pressure and meet deadlines; work for sustained periods of time maintaining concentrated attention to detail; perform routine and detailed clerical duties; follow written and oral instructions; make mathematical computations; establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

WORKING CONDITIONS

Work a flexible schedule during various times of the year; lift, carry, and otherwise move objects weighing up to 40 lbs.; stand for long periods of time.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***