

ELECTIONS OFFICE SUPPORT SPECIALIST 1 / Assistant Election Judge Coordinator (Temporary)

SUPERVISED BY: Elections Director

RECEIVES WORK DIRECTION FROM: Election Judge Coordinator and Elections Director

NATURE OF WORK

Assist the Election Judge Coordinator in recruiting and managing Election Judges, answering phone calls and emails regarding Elections and Election Judges, and assist with any other needs around the Elections office. Must be computer proficient, able to use Microsoft Office, Microsoft Excel, and comfortable with different databases.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

- Aid in various projects that promote the recruitment of election judges
- Answer questions regarding Election Judges and election questions.
- Screen phone calls, answer and respond to general inquiries or route calls to appropriate personnel, and monitor Election Judge Coordinator's phone.
- Assist in processing mail and Election Judge Applications.
- Perform a wide range of clerical duties related to election operations.
- Assist in preparation for Election Judge Training Classes

MINIMUM QUALIFICATIONS: Must meet State Election Judge qualifications; eligible to vote in MN; must be at least 18 years of age; able to read, write, and speak English; and cannot be a candidate, or the spouse, parent, child or sibling of a candidate on the ballot. Have excellent keyboarding skills, attention to detail and self-motivated.

MINIMUM EXPERIENCE: N/A

LICENSES/CERTIFICATIONS: Election Judge Training provided.

OTHER SPECIFICATIONS

- Excellent customer service skills, written and verbal.
- ***Fluency in Somali, Spanish or Hmong*** desired.
- Able to deal with the public tactfully and courteously.
- Excellent computer and keyboarding skills.
- Comfortable working with and serving a diverse population.
- Able to understand election laws, rules, and procedures.
- Able to handle stressful situations calmly.
- Must remain impartial in conduct and speech.
- Attention to detail.
- Ability to follow directions and work independently.
- Ability to manage time effectively; be flexible; and work as a team member.
- Be available to work from August to January with possibility of extension.
- Ability to multi-task and manage projects accordingly.

HOURS OF WORK:

Business hours, 8 hour shift; some extended hours over 8 hours daily or over 40 hours weekly, evenings and weekends as needed.

WORKING CONDITIONS: Normal; may include standing or sitting for long periods of time, walking, and lifting a maximum of 40 lbs. on occasion.

Rate: \$16.52 per hour