

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 1, 2012
REVISED: SEPTEMBER 11, 2012
CLOSING DATE: SEPTEMBER 24, 2012

DEPARTMENT: Recorder

POSITION: Voter Outreach Assistant

LOCATION: Globe

JOB CODE: 12-072

ANNUAL SALARY: \$24,460.80-\$29,785.60 DOE

NATURE OF WORK

Coordinates minority language voter registration and election administration activities; performs voter outreach functions for assigned areas of the Gila County community.

DUTIES AND RESPONSIBILITIES:

- Provides assistance with Native American voter outreach activities including educating local Apache Tribes regarding voting processes and responsibilities; develops and implements related programs.
- Conducts voter registration drives on the San Carlos, White Mountain and Tonto Apache Reservations.
- Coordinates voter registration and election efforts with minority language community members, Tribal officials, community organizations, and school officials.
- Conducts public relations activities including preparing newspaper advertisements, distributing local flyers, and liaising with media contacts regarding voter outreach and registration.
- Provides assistance to local Native Americans who visit the office regarding voting related matters.
- Facilitates the opportunity for potential Apache voters to participate in election processes.
- Schedules early voting for primary and general elections with local Apache Tribes.
- Provides Apache translation services regarding the issuance of early ballots and candidate platforms.
- Assists with general voter registration activities including reviewing, scanning, indexing and filing voter registration forms.
- Cancels voters who have moved outside the County or State, have deceased, or been convicted of felonies.
- Provides ballots to voters during elections and explains voting procedures.
- Answers incoming calls and provides general information regarding elections and voter registration.
- Attends voter outreach meetings with other counties; participates in voter outreach training sessions and seminars as required.

WORKING ENVIRONMENT:

Work is performed in a standard office environment and in the field when conducting voter outreach activities; may be exposed to variable weather conditions when working in the field.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and one (1) year voter outreach experience; or equivalent combination of education, training and experience. Must be fluent in Apache/English languages. A valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Minority language voter outreach activities and programs; methods for promoting voter registration; the Apache language; voter registration/election processes and procedures; methods for processing voter registration documentation; regulations governing election activities; customer service standards and protocol; general office practices and equipment.

Ability to: Fluently speak the Apache and English languages; coordinate and conduct voter registration activities; promote voter registration to minority language communities; provide translation services to minority language voters; educate and provide information to minority language voters regarding voter registration/election processes; process voter registration forms; perform general office duties; communicate effectively orally and in writing.

Skills in: Providing and coordinating voter outreach activities for Apache language voters.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.