

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: APRIL 2, 2014
CLOSING DATE: APRIL 11, 2014

DEPARTMENT: Recorder

POSITION: Voter Registration Coordinator

LOCATION: Globe

JOB CODE: 14-026

ANNUAL SALARY: \$27,664.00-\$33,716.80 DOE

NATURE OF WORK

Under general supervision of Chief Deputy Recorder, performs professional voter registration/early-voting services of considerable difficulty in planning, organizing, and implementing voter registration/early voting activities; performs related work as required or assigned

DUTIES AND RESPONSIBILITIES:

- Coordinates voter registration/early voting activities throughout Gila County.
- Prepares, organizes and delivers community information and outreach for voter registration/early voting activities
- Prepares program materials, promotional events and articles, and performs marketing functions to promote awareness and support of the program.
- Participates in meetings/events and continuing education opportunities. Represents the office at meetings and events.
- Assists with the oversight of the County voter registration activity; verifying petitions, monitors the preparation, entry, verification and correction of information for master voter registration file; coordinates with County Assessor, State agencies and political parties to change, add, delete from Master file records; verifies signatures of voters which includes handwriting analysis; assures voters receive voting materials on a time basis
- Responds to inquiries regarding search and recording processes; develops and provides informational handouts to customers; explains recording requirements to attorneys, other departments and relevant agencies; determines recording fees.
- Answers telephone and assists customers at the front counter; processes mail and unrecordable document returns; coordinates mailing of documents upon receipt of microfiche.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; may be required to travel to other County locations; may work extend hours during elections.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and two (2) years office experience with one (1) year Recorder's Office experience and Election Certification preferred or equivalent combination of education, training, and experience. Depending on area of assignment, may require valid Arizona Driver's License, and Handwriting Certification.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Recording office activities and operations; real estate documentation and maps; property law; regulations governing recording activities; business English, spelling and mathematics; modern office practices, procedures and equipment; specialized software relevant to area of assignment; voting/election processes; regulations governing election activities; voter registration systems; signature verification procedures; supervisory principles, practices and methods.

Ability to: Establish and maintain effective working relationships with employees, other agencies and the public. Follow written and verbal instruction and communicate effectively verbally and in writing. Organize and manage assignments in various settings. Accept and utilize supervision and consultation as necessary. Use initiative, creativity and judgment in delivering information/services. Successfully complete training as directed by the Secretary of State. Natural leadership and experience with effective program solving and time management required.

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Skills in: Must successfully complete and maintain State of AZ Election Certification. Considerable knowledge of: Election, Voter Registration laws and rules regarding ADA, HAVA and privacy regulations; legal terminology, legal procedures, ARS Title 16 and State Procedures manual. Preparing clear and comprehensive written and statistical reports; establishing and maintaining cooperative working relationships with others; effectively communicating in written and verbal forms; writing and completing accurate reports, technical documents and correspondence.

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.