

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 1, 2015
CLOSING DATE: JULY 8, 2015

DEPARTMENT: Recorder

POSITION: Voter Registration Coordinator

LOCATION: Globe

JOB CODE: 15-058

ANNUAL SALARY: \$26,972.00-\$28,995.00 DOE

PURPOSE OF THE JOB

The purpose of the position is to be a fully cross-trained employee in the all functions of the Recorder's office; coordinate in a professional manner all voter registration/early-voting services throughout Gila County; and perform the duties of a Recorder's Clerk Senior.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Coordinates voter registration/early voting activities throughout Gila County.	20%
• Conducts public relations activities, including preparing newspaper advertisements, distributing local flyers and liaising with media contacts regarding voter registration/early voting activities.	10%
• 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 includes handwriting analysis; assures voters receive voting materials on a timely basis.	10%
• Answers incoming calls and provides general information regarding elections and voter registration.	10%
• Logs voter registration information, including cancellations, updates and other editing. Cancels voters who have moved outside county or state, deceased, or been convicted of felonies.	20%
• Processes documents for recording, checking for accuracy of information, required signatures, notary seals, fees and compliance with Arizona Revised Statute. Indexes and verifies recorded documentation.	10%
• 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.	10%
• Prepares cash deposits and post payments to customer accounts.	5%
• Organizes documents and runs document summary reports on a daily basis.	5%
• Performs other duties as assigned	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position explains County procedures, conducts meetings or leads group discussions.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training courses.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years voter registration experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

Election Certification and Handwriting Analysis; valid Arizona Driver's License.

KNOWLEDGE REQUIRED

Customer and personal service, English language & composition, communications & media, Federal, State, Local Laws, regulations, statutes. Working knowledge of voter registration and election processing; knowledge of minority speaker voter outreach activities and programs; preferably Apache bi-lingual speaker; methods for promoting voter registration; voter registration documentation; regulations governing election activities; customer service when working with public at front desk; public service to represent tribes as a speaker to help and assist all natives who may need help with election process and procedures.

SKILLS REQUIRED

Active learning, critical thinking, customer service, public speaking (large groups), multi-tasking, typing and data entry.

ABILITIES REQUIRED

Ability to recognize problems, make sense of multiple information, perform tasks with finger dexterity, speak clearly and sensibly. Ability to work on various computer platforms for entering voters' registration; proofread the work of another for accuracy.

PHYSICAL DEMANDS

- Routinely stands to attend to customers.
- Regularly sits to complete report.
- May be required to lift work related materials, equipment, tools, and/or gears up to 10 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to occasionally bend and/or occasionally kneel to complete tasks.

WORK ENVIRONMENT

Work is generally performed in the office and occasionally at out of office locations. This position also spends time in office environment; occasionally spends time in lobby environment; occasionally spends time in classroom(s); and routinely spends time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers or citizens, individuals with high level of emotional distress,

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.