GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: DECEMBER 23, 2015
REVISED: MARCH 30, 2016
CLOSING DATE: JUNE 22, 2016

DEPARTMENT: **Elections**

POSITION: **Voter Outreach Coordinator**

LOCATION: **Globe**

JOB CODE: **15-116**

FLUENT IN APACHE

ANNUAL SALARY: **$32,112.00-$35,142.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure minority voters in Gila County are effectively informed and provided with the opportunity to participate in voting-related activities. This position implements a variety of voter outreach programs, including the Apache language project, which provides election information in the Apache language. This involves planning delivering voter education, conducting voter outreach activities and providing translation assistance at polling locations.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Plans, develops and reviews Apache language project; plans and coordinates production of Apache language audio and video tapes; and prepares and distributes on Indian reservation notices appropriate for posted voting information. • Conducts public relations activities, including preparing newspaper advertisements, distributing local flyers and liaising with media contacts regarding Voter Outreach registration.	30%
• Provides assistance to Director of Elections regarding administration and supervision of elections office; provides public with information over telephone; recruits and trains minority/Apache language election poll workers.	30%
• Provides assistance with coordinating voter registration, early voting, and polling facilities located on San Carlos, Canyon Day and Carrizo Indian Reservations. • Conducts voter registration drives on San Carlos, White Mountain and Tonto Apache Reservations.	20%
• Teaches voter registration, early voting, and election procedures in English and Apache language and may supervise procedures at polling places on Indian reservations.	20%
• 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 or processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and guidelines.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year).

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MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years related experience or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Election Officer Certification issued by the Arizona Secretary of State.

KNOWLEDGE REQUIRED

Clerical, customer and personal service, training, Federal, State, Local laws, regulations, statutes and education.

SKILLS REQUIRED

Active learning, communicating diplomatically, customer service, public speaking (large groups), presentation (small to medium groups), developing training strategies, delivering training and time management.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, express one's self orally, express self through written words, find directions and current locations, speak clearly and sensibly and ability to speak fluently in the Apache language.

PHYSICAL DEMANDS

- Occasionally stands to present.
- Occasionally lifts under 10 lbs. of work related materials or equipment.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to walk to and from work sites.

WORK ENVIRONMENT

Incumbents in this position regularly spends time in office environment and automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk.

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 result in minor delay or inconvenience. Errors can be detected early.

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.