



Elections Specialist

El Paso County
Colorado Springs, CO

El Paso County
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Job details

Salary
\$43,100 - \$48,000 a year

Job Type
Full-time

Full Job Description

Essential Job Functions

Typical Hiring Range: \$43,100 - \$48,000 annually
Salary to be commensurate with qualifications

As a team member of the El Paso County Elections Department, the Elections Specialist is responsible for the day-to-day tasks of the department, including data entry into the statewide voter registration system (SCORE), processing incoming mail, and handling customers over the phone and in person. Provides support to coordinate, prepare and implement all primary, general, coordinated and other specified elections within the County, and ensure unbiased reporting of results. Provides supervision and direction to temporary staff and election workers during election-specific assignments, ensuring compliance with internal controls, policies, procedures, standards and other related directives.

- Acquires and maintains a highly technical working knowledge of relevant laws, Secretary of State Rules, regulations, policies, standards and/or procedures relating to the election process.
- Uses judgment to accept or reject legal documentation based on determination of compliance as dictated by state statutes and administrative directives; confers with or advises clients on requirements associated with compliance, making recommendations as warranted.
- Works to resolve complex transactions, utilizing negotiation and problem resolution skills with sensitivity to the client's needs and expectations.
- Supervises, trains, and provides support to temporary staff and election workers as directed.
- Participates in special projects as assigned by management; identifies required resources and develops plan for completing assigned project in a timely manner, conferring with management when necessary. Special projects may include but are not limited to voter outreach events, informational presentations to local jurisdictions and training of other staff.
- Serves as a representative of the designated election official when required, fulfilling all roles and/or tasks as assigned.
- As directed, assists in other departments and/or with County-wide events.
- Performs other duties as required.

Qualifications

- U.S. citizen; registered to vote in Colorado; sworn as agent of Clerk & Recorder's Office to discharge the duties conveyed by CRS 42-1-210.
- High school diploma or equivalent education required.
- Minimum three (3) years of progressively responsible experience in a public contact environment involving explanation of policies and/or procedures and supervision of others.
- Bilingual fluency in English and Spanish, including reading, writing, speaking, and translation preferred.
- Knowledge of, or ability to learn, specialized election computer systems and processes, i.e. SCORE and webSCORE.
- Additional training in elections, government and/or personnel management practices preferred.
- Ability to employ project management skills to ensure projects meet deadlines efficiently, resulting in high-quality products.
- Ability to set goals and manage time efficiently.
- Ability to take initiative in implementing ideas, programs, systems or policies, working with management team as appropriate.
- Exceptional attention to detail.
- Knowledge of data entry procedures, typing abilities of not less than 40 w.p.m. and a strong working knowledge of Microsoft Office products.
- Ability to communicate well, both orally and in writing, with a variety of people and tactfully handle difficult or uncomfortable situations; ability to elicit information from others and provide an explanation, interpretation or information exchange appropriately in a concise, intelligible and professional manner.
- Ability to use technology to perform a variety of complex tasks, assist others in operating computers or other office equipment as necessary and use/ apply reference and research material.
- Ability to adhere to ethical standards of conduct and understand the impact of violating these standards on an organization, self and others.
- Ability to perform under time constraints and deadlines.
- Maintain regular and punctual attendance.
- Must pass conditional post offer background investigation, motor vehicle record check, drug screen and physical examination.

Licenses/Certificates

- Must possess and maintain a valid Colorado Driver's License.
- Must be able to obtain certification as a Certified Colorado Election Official within two (2) years of hire.

Work Conditions

Duties are performed primarily in an office environment; however, all employees may be asked to drive during the course and scope of their duties. Some travel will be required. Additionally, employees may be dispatched to other Office facilities throughout the work day or to various other locations throughout the County to represent the Office, especially during election cycles. Work atmosphere may be noisy and hectic during election season. Employees are responsible for getting to the work site(s) as assigned. Must be able to stoop, stand, sit for extended periods, reach overhead and push, pull or handle objects weighing up to 25 lbs.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MUST BE FILED ONLINE AT: <http://www.elpasoco.com> For inquiries please call: [719-520-7401](tel:719-520-7401).

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

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