

ELECTION SUPPORT SPECIALIST

DEFINITION

Under general supervision, plans, coordinates and trains municipal clerks, poll workers, and staff; programs and codes election ballots; provides technical support to County Clerk and County Board of Canvassers; performs highly responsible administrative duties in the performance of conducting and administering County-wide elections; performs related work as required.

EXAMPLE OF DUTIES

Codes, programs, and creates elections and ballots; trains poll workers, municipal clerks, and staff on the operation of election equipment and election procedures; problem solves or troubleshoots election equipment or software malfunctions in the production of elections for the municipalities utilizing the Optech Election System; performs preventive maintenance on County's election equipment and creates and maintains a maintenance inventory log; provides computer reports of election results; provides technical support to the County Board of Canvassers; trains, assigns and monitors work of others; develops and writes procedures; coordinates and tests production of ballots; interprets and disburses information pertaining to election laws, regulations and policies; develops election training program; sets up computer and projection equipment for the scrolling of election results; verifies and proofs records and reports; responsible for maintaining security and integrity of ballots and election results; prepares responses to letters; compiles data for analysis and budget; conducts searches of files and records maintained by the department; processes a variety of documents; prepares notices and monitors their return, proper completion and filing; sells all items and licenses issued by the department; greets visitors and provides information concerning departmental functions and procedures; maintains an effective working relationship with local officials, state and county agencies and the general public.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to graduation from high school and six years of general clerical experience including two years at a senior level. Speed typing skills, experience in complex computer software applications, and experience training others are required. Experience in the EMS and AERO election software preferred.

Knowledges and Abilities: Knowledge of computers and modern office procedures; extensive knowledge of federal, state, county and local election laws, regulations, policies and procedures; ability to interpret laws, regulations and policies affecting departmental operations; thorough knowledge of the EMS and AERO election software; ability to work independently and exercise good judgement; ability to develop and write procedures; ability to perform numerous, complex, detailed procedures within strict time lines; ability to be highly organized; ability to work with minimum amount of error; ability to work with constantly changing procedures; ability to work periods of prolonged work days; ability to work effectively and cooperatively with local officials, governmental agencies, staff and the public; ability to develop training program(s); ability to train and direct the work of others; must be able to lift up to fifty (50) pounds unassisted and heavier loads with assistance.

Special Requirements: A valid Wisconsin driver's license and access to personal transportation are required.