



ELECTION TECHNICIAN AUDITOR'S OFFICE Posting # 19-17

MASON COUNTY EMPLOYMENT OPPORTUNITY

Note: Internal posting with AFSCME Bargaining Unit is concurrent with posting for the public. Therefore, if a qualified candidate from within the bargaining unit applies, that person could be selected for the position.

Opening Date: March 13, 2019

Closing Date: April 5, 2019

Department: Auditor

Monthly Salary: \$3,042 - \$3,896

Full position description is available at Human Resources. Contact information below.

Job Summary

The individual assigned to this classification provides administrative and technical duties related to the election process and voter outreach. This classification is primarily responsible for assisting in all duties required to conduct elections and maintain voter registration. This individual receives significant public contact requiring effective written and oral communication skills and service to the customers. The Auditor's office is a small office and all staff are crossed trained in Vehicle Licensing and Recording to assist the other departments.

Examples of Duties

Communicates with customers, in person, by phone, and through written correspondence, effectively in English and preferably in Spanish as well. Maintains and updates the Auditor's Office web presence. Coordinates speaking engagements. Assists public with voter registration process. Maintains a working knowledge of the local voter registration system and ballot processing software. Assists with the election process by issuing replacement ballots, receiving incoming ballots, verifying voters' signatures, etc.

Minimum Requirements

Associates Degree or a combination of education and experience. Two years of office experience, including interaction with the public, outreach, public relations or website design. Valid Washington State Drivers License. Ability to utilize a personal computer and related software packages to perform word processing, analysis, information retrieval, scanning and tracking required. Election Certification obtained through the Office of the Secretary of State within two years of hire.

Application & Selection Process

Applicants are required to submit Mason County Application. The completed application may include additional pages of employment history using the application format. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened base upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. *This selection process may be subject to change.*

Return Applications to: Mason County Human Resources

Mailing Address - 411 North 5th Street, Shelton, WA 98584

Physical Address - 423 North 5th Street, Shelton, WA 98584

humanresources@co.mason.wa.us Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, humanresources@co.mason.wa.us. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to at-will position does not create or constitute an employment contract or agreement.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other bias prohibited by federal, state or local law.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.