NAVAJO COUNTY

JOB DESCRIPTION

TITLE:	Elections Coordinator	**FLSA**	NE
SERVICE:	Classified	**REVISED:**	02/27/06

Summary: Under general supervision, performs work of moderate difficulty in planning, organizing and conducting County wide elections; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Reviews, interprets and insures voting and voting procedures are incompliance with Arizona State Statutes.
- Performs statutory services to candidates.
- Develops and revises procedures, forms, schedules and policies for the preparation and conducting elections.
- Assists Elections Director in the administration and supervision of all elections.
- Compiles reports and statistical data.
- Provides requested and approved election services to other entities within the County.
- Makes public presentations.
- Complies with Consent Decree.
- Issues ballots and early ballots; secures polling places; certifies results of elections.
- Disseminates election information through media.
- Checks election equipment to assure it is in proper working order; makes minor repairs if necessary.

Knowledge and Skills:

- Knowledge of laws, rules, regulations, policies and procedures governing elections and retentions and disposition of election records and materials.
- Knowledge of County government procedures and policies.
- Knowledge of voter registration procedures.
- Knowledge of methods and practices of public and media relations
- Knowledge of principles and practices of supervision.

- Skill in effectively communicating information verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or G.E.D.; AND thirty hours at college level in business or public administration or related field; AND two years' prior work experience in elections work; OR equivalent combination of education, training and experience, AND must pass the Arizona State Election Certification program.