



A Tradition of Stewardship  
A Commitment to Service

# Napa County Election Division

## *Job Opportunities*

The Napa County Election Division is looking for Vote Center Leads and Vote Center Clerks to work 3 weeks in May-June and 3 weeks October-November of even numbered years at our nine Vote Centers throughout the county. Vote Center staff are encouraged to work both elections.

*\*New Pay Incentives\**



The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

# Vote Center Lead

## Hourly Rate

Please note that the rate of pay for this position is fixed and will be as follows:

Step I: \$19.00 (approximately) per hour for new and/or monolingual hires.

Step III: \$20.73 (approximately) per hour for returning employees and/or Bilingual hires.

## THE POSITION

Individuals hired into this class are extra help, intermittent employees and perform assigned tasks on an as-needed basis prior to, during and immediately following an election. The Vote Center Lead performs the most difficult and responsible types of duties, including conducting research and problem resolution which requires specialized knowledge. The Vote Center Lead is required to perform all duties and responsibilities of multiple functional areas within the Vote Center and provides technical and functional lead to assigned Vote Center Staff.

## EXAMPLE OF DUTIES

- Provide lead for other clerical staff, which may include assigning, scheduling, and prioritizing work and providing training to less experienced staff.
- Perform the more complex and specialized administrative and clerical duties within assigned functional areas; compile data; summarize and maintain a variety of reports.
- Verify the work of assigned employees for accuracy.
- Assist with conduct of instruction classes.
- Serve as resource to the general public, provide answers and information regarding processes and procedures for assigned area
- Operate standard office equipment including personal computers
- Provide and maintain quality customer service relationships with co-workers, other County employees, and the general public
- May deliver election materials to Election Division on election day.
- Perform related duties as assigned.

## QUALIFICATIONS

### **Knowledge of:**

- Principles of leadership and training.
- Office methods and equipment including computer systems and applicable software applications.
- Principles and practices of customer service and proper phone etiquette.
- Basic mathematic skills.
- Correct English usage, including spelling, grammar and punctuation.

### **Ability To:**

- Work long hours and weekends.
- Lead, organize and review the work of assigned staff.
- Make basic arithmetic calculations.
- Perform more complex and specialized clerical duties in assigned area of responsibility, including maintenance of appropriate records and preparation of reports.
- Respond to requests and inquiries from the general public.
- Sit and stand for extended periods of time.
- Maintain security and confidentiality or restricted information.
- Operate office equipment including computers and supporting software applications.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lift and pick up election material and supplies.

## EXPERIENCE AND EDUCATION

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:** Some work or voluntary experience including public contact which provides for the required competency in the requisite knowledge and abilities.

**Education:** High school diploma or GED preferred.

## LICENSE OR CERTIFICATE

Certain positions assigned to this class may require possession of a valid California Driver's license.

# Vote Center Clerk

## Hourly Rate

Please note that the rate of pay for this position is fixed and will be as follows:

Step I: \$17.31 (approximately) per hour for new and/or monolingual hires.

Step III: \$18.84 (approximately) per hour for returning employees and/or Bilingual hires.

## THE POSITION

Individuals hired into this class are extra help, intermittent employees and perform assigned tasks on an as-needed basis prior to, during, and immediately following an election.

The Vote Center Clerk performs duties involving preparation of materials for elections usually during peak work periods. Duties are performed under close supervision.

## EXAMPLE OF DUTIES

- Issue Vote by Mail ballots and Conditional Voter Ballots to the public at various Vote Center locations.
- Key affidavits of registration into EIMS system.
- Process Vote by Mail applications and confidential voter applications in the computer system.
- Prepare voted ballots at the end of day and completed affidavits of registration to be returned to elections office.
- May deliver election materials to Election Division on Election Day.
- Prepare, assemble and distribute publications, notices, sample ballots, and other printed materials related to elections.
- Prepare supplies for storage following an election, including the breakdown of computer equipment.
- Answer questions and provides general information to public by telephone and in person.
- Operate standard office equipment including personal computers.
- Perform related duties as assigned.

## QUALIFICATIONS

### **Knowledge of:**

- Modern office practices, procedures and equipment, including computer terminals.
- Office filing systems, such as alphabetic and numeric.
- Principles and practices of customer service and proper phone etiquette.
- Basic mathematic skills.
- Correct English usage, including spelling, grammar and punctuation.

### **Ability To:**

- Work long hours and weekends.
- Follow oral and written instructions.
- Understand and apply laws, rules, policies and procedures related to elections.
- Read and decipher handwriting;
- Perform a wide variety of routine clerical tasks, and operate computers; establish and maintain effective working relationships with other employees and the general public.
- Make basic arithmetic calculations.
- Operate office equipment including computers and supporting software applications.
- Lift and pick up election material and supplies.
- Sit and stand for extended periods of time.
- Maintain security and confidentiality or restricted information.
- Communicate clearly and concisely, both orally and in writing.

## EXPERIENCE AND EDUCATION

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:** Some work or voluntary experience including public contact which provides for the required competency in the requisite knowledge and abilities.

**Education:** High school diploma or GED preferred.

## LICENSE OR CERTIFICATE

Certain positions assigned to this class may require possession of a valid California Driver's license.

# Important Information

Vote Center Clerks and Vote Center Leads will be employed weekdays from mid-May through early June and/or from mid-October through early November of even numbered years with overtime on certain weekends and Election Day.

There will be 9 Vote Centers located throughout the county, at least one in each Municipality; Angwin, Calistoga, St Helena, Yountville, Napa, and American Canyon. Each Vote Center will be staffed with two Vote Center Leads and at least 5 Vote Center Clerks. The Election Division and American Canyon Vote Centers will be open for 10 days prior to the election. Vote Center staff may be assigned to various vote centers at different times during each election cycle.

Each Vote Center will require at least one bilingual staff member fluent in Spanish. Bilingual persons are encouraged to apply.



## Dates of Employment

The dates of employment will be May 16, 2022 through June 7, 2022 and/or October 17, 2022 through November 8, 2022.

## How to Apply

The Vote Center Lead and the Voter Center Clerk positions are posted on the Napa County website, [www.countyofnapa.org/715/Napa-County-Careers](http://www.countyofnapa.org/715/Napa-County-Careers). Click APPLY for either position.