



Temporary Elections Employee

Part Time Temporary Employee, February 5, 2021 – March 19, 2021

\$13.75/hour

POSITION DESCRIPTION:

This temporary position will report directly to Thurston Conservation District Election Supervisor, Nora White, and work in collaboration with the Thurston County Auditor's Office Elections staff to hold a transparent and accountable election for the Thurston Conservation District to fill Board of Supervisors Position 1. This temporary position will serve as a polling officer during the March 16, 2021 mail-in election season.

It is a priority of Thurston CD to ensure that our permanent conservation staff are not responsible for handling or processing ballots in order to reduce any potential for the appearance of election tampering, and to ensure sufficient capacity to provide voters with well trained, highly responsive support throughout our 2021 election season.

Our elections processes are dictated by our governing law (RCW Chapter 89.08), WAC Section 135-110, and the procedures established by the Washington State Conservation Commission:

"When created in 1939, the Commission was also given the responsibility for establishing District election procedures. "The Commission shall establish procedures for elections, canvass the returns and announce the official results thereof." RCW Chapter 89.08.190. Because District election authority resides in RCW Chapter 89.08, this sets them apart from other divisions of government whose elections are governed by RCW Chapter 29A. District elections do not fall under the state statute for general elections (Title 29A RCW) unless specifically identified in the Conservation Commission statute. In fact, RCW 29A.04.330(1)(b) specifically exempts conservation districts from general and special elections requirements, relying instead of election procedures established by the Conservation Commission."

REQUIREMENTS:

This is a part time temporary position that is expected to work between 15-30 hours per week, dependent upon tasks assigned. Work occurs Monday – Friday between 8:00am and 4:30pm; employee's schedule to be determined by Election Supervisor upon hire.

Thurston Conservation District's COVID-19 Return to Work Protocol must be followed at all times.

In addition to safety of all staff and community members, accountability and integrity of our election is our top priority. Proper ballot processing procedures must be followed at all times and all ballots must remain locked and secured at the District's Office.

DESIRED QUALIFICAITONS:

- The ideal candidate is detail oriented, thorough and has the ability to follow a specific and prescribed process with a high level of accuracy.
- Excellent verbal communications and customer service skills.
- Experience working with and clearly relaying procedural information to members of the public.
- The ability to receive training to understand the unique election process Conservation Districts are required to follow outlined in Chapter 89.08 RCW, along with proper ballot processing procedures established by the Thurston County Auditor's Office.
- Ability to use a computer, email, Microsoft Office, mobile and landline telephones.
- Ability to lift up to 20 lbs.
- Ability to work in a seated position as necessary to perform general office functions for up to 8 hours per day.
- A desire to perform this duty in subsequent years is ideal, though not required.

RESPONSIBILITIES:

General

- Review and be familiar with the WA State Conservation Commission's Election and Appointment Guide to help answer questions, fulfill required election duties for polling officers set out in the Guide, WAC Section 135-110, and RCW 89.09.190, and perform other relevant election duties as assigned by the Election Supervisor.
- Assist Election Supervisor in answering voter questions about the election, voting processes, and how to learn about candidates
- Direct voters to online and print resources.
- Coordinate with Thurston County Auditor's Office to obtain and access the list of qualified district electors.

During Mail-In Election (February 8, 2021 – March 12, 2021)

- Receive phone and email ballot requests 2/8/21 - 3/11/21
- Receive any in-person ballot requests 3/8/21 - 3/12/21
- Fulfill ballot requests and determine if ballots are cast by qualified district electors.
 - Double-envelope voting is required for mail-in ballots
 - i. Ballots provided to voters should contain: a blank ballot, an information sheet, a blank security envelope, a pre-stamped and addressed return envelope. Polling officers will ensure this complete package is sent to absentee voters.
 - ii. All returned ballots are to be delivered to the polling officers

- iii. When returned to polling officers, ballots are to be inserted in an inner envelope and sealed, with no marks or other information that would identify the person voting. The outer envelope should show or contain sufficient information to identify the voter and should match the name and address of the voter, as shown on the list of registered voters obtained from the County Auditor.
 - iv. Provide provisional ballots to voters when necessary. See Election guide (pages 8-9 and Appendix G; WAC 135-110-460).
 - v. Polling officers determine if mail-in ballots are submitted by qualified district electors.
 - vi. As ballots are received from voters, the polling officers may verify each ballot as eligible or disqualified based on the information provided on or in the outer envelope of the mail-in ballot, including matching voter signatures. The eligibility of each voter must be verified before outer envelopes are opened.
 - Qualified electors who neglected to sign their ballot may be sent a signature verification form to certify their ballot is eligible.
 - vii. When a voter cannot be verified as eligible to vote in this election from information provided on the outer envelope, the outer envelope should be opened. If, after opening the outer envelope, a voter still cannot be verified as eligible to vote in this election, the ballot must be counted as a disqualified ballot.
 - viii. The Election Supervisor must not open the inner envelope containing the actual ballot; polling officers must open and count each ballot that has been verified as having been cast by a qualified district elector.
- Receive and safeguard absentee ballots returned by voters in a locked box. Keep office door locked when not at work. No ballots may leave the Thurston CD premises.

After the election (March 16-19, 2021)

- Polling officers open the ballot box or boxes and count the votes cast for each candidate.
 - Ballots must remain in the custody of polling officers until counted. Polling officers count all votes cast.
 - All votes must be counted, including eligible votes and disqualified votes.
 - A vote on a contested ballot where the voter is found to be ineligible to vote is to be counted as a disqualified vote.
 - When verifying a voter who cast a contested ballot, compare the name and address provided by the voter with the voter list obtained from the County Auditor.
 - The ballot count results are recorded on Checklist 3 - Ballot Results, which is to be provided by a polling officer to the election supervisor.
- Surrender all poll list documents, all ballots, all working notes and papers, and all Checklist 3 - Ballot Results to the election supervisor.

POSITION DETAILS:

- The compensation rate for this position is \$13.75/hour for work performed between February 5th, 2021 and March 19th, 2021.

- This is a part time temporary position that is expected to work between 15-30 hours per week, dependent upon tasks assigned. Work occurs Monday – Friday between 8:00am and 4:30pm; employee’s schedule to be determined by Election Supervisor upon hire.
- This position is not eligible for benefits or accrued leave.
- This temporary position is not overtime eligible, unless prior written approval is provided.
- Evening and weekend work is not required for this position.

COVID-19 SAFETY INFORMATION:

- Due to COVID-19, some but not all responsibilities of this position may be performed remotely.
- Essential office-based functions will be performed at the Thurston Conservation District office, located at: 2918 Ferguson St SW STE A Tumwater, WA 98512.
- The individual in this position is required to follow the Thurston Conservation District’s COVID-19 Return to Work Protocol when in the office, including adhering to local and CDC guidelines such as wearing a mask and maintaining physical distance from others. Disposable masks, hand sanitizer and a private, locking elections office space will be provided.

EQUAL OPPORTUNITY EMPLOYER:

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. We strive to hire great people from a wide variety of backgrounds. We believe in the importance of recognizing the value that each of us contributes to the success of the District’s mission. Having a diverse workforce is the District's greatest resource of strength and knowledge. It is through the combination of talents and abilities that we can pursue finding effective ways to best serve our community. We are committed to building a diverse and inclusive workplace for everyone. All qualified applicants receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

TO APPLY FOR THIS POSITION:

Send your resume including three references and the supplemental questionnaire (below) electronically to: job-applications@thurstoncd.com by January 20, 2021 at 4:30pm.

For questions, please contact Nora White, Election Supervisor at: nwhite@thurstoncd.com or 360-999-3727

TCD ELECTION STAFF SUPPLEMENTAL QUESTIONNAIRE

- 1.) Do you have any experience working on elections or legally specific processes? Please describe.

- 2.) What is your customer service experience?

- 3.) How would you describe your work style specifically related to attention to detail and organization?

- 4.) How does a temporary position fit into your life right now?