



Temporary Elections Employee

Part-Time Temporary Employee, February 1, 2023 – March 24, 2023

\$15.75/hour

Applications due January 20, 2023

POSITION DESCRIPTION

Thurston Conservation District (TCD) is hiring a temporary part-time election employee who will serve as a polling officer and will help the District hold a transparent and accountable election for its Board of Supervisors Position 3. The selected candidate will report directly to the District's Election Supervisor, Susan Shelton, and will work in collaboration with the Thurston County Auditor's Office Elections staff and Polling Officer volunteers. This temporary position will support the District's March 14, 2023 mail-in election season.

District election 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. It is a priority of Thurston CD to ensure that our permanent 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 2023 election season.

REQUIREMENTS

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

In addition to the safety of all staff and community members, the 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 QUALIFICATIONS

- The ideal candidate is extremely 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.
- Professional experience with Microsoft Excel and data tracking.
- 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.

GENERAL RESPONSIBILITIES

- 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.
- Fulfill ballot requests for qualified district voters.
- Receive, verify, and safeguard absentee ballots returned by voters.
- Count votes cast for each candidate.

POSITION DETAILS

- The compensation rate for this position is \$15.75/hour for work performed between February 1, 2023 and March 24, 2023.
- 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 vacation leave. This position does earn 1 hour of sick time per 40 hours worked which can be utilized or taken as pay at the end of the contract.
- This temporary position is not overtime eligible, unless prior written approval is provided.
- Evening and weekend work is not required for this position.

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

Send your resume including two references and the supplemental questionnaire (below) electronically to: job-applications@thurstoncd.com by January 20, 2023 at 4:30pm. Please include: **Polling Officer – YOUR NAME** in the subject line. Hiring will occur on a rolling basis.

For questions, please contact Susan Shelton, Election Supervisor at: accounting@thurstoncd.com or 360-742-2313

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?