

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2118 **TITLE:** ELECTION SPECIALIST

GRADE: S-16

DEFINITION:

Under general supervision, serves as a key coordinator of activities pertaining to the conduct of all general, special, town and primary elections in accordance with Virginia Election Laws, Title 24.2, *Code of Virginia*; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Recruits, assigns, and conducts training for election officers;
Maintains database for election officer payroll and records;
Develops spreadsheets for record-keeping purposes;
Plans for and coordinates seasonal staff, equipment and facilities;
Provides training for seasonal staff;
Uses judgment in setting election-related procedures as required by Virginia Election Laws;
Produces instructional materials and job aids for training classes;
Programs, tests, secures and maintains voting equipment;
Prepares and provides security for paper ballots used for absentee voting by mail;
Provides ballots, facilities, voting equipment, staff and security for in-person (satellite) absentee voting;
Identifies and provides suitable polling places in public and private facilities based on population data and political boundaries;
Ensures that polling locations and equipment meet ADA standards;
Maintains an inventory of supplies such as ballot boxes, forms, envelopes, and signs to be used at each polling location;
Works with the County Attorney to prepare submissions to the Department of Justice for any changes to election procedures, boundaries or facilities as required under the Federal Voting Rights Act;
Receives, reviews and provides public access to candidate campaign contribution and expenditure reports;
Provides information and responds to inquiries from candidates, press and the public;
Conducts follow-up evaluation of election procedures, personnel and facilities;
Maintains historical election data.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Virginia Election Laws and Freedom of Information Act;
Ability to independently organize projects and work effectively with minimal direct supervision;
Ability to oversee and instruct seasonal staff;
Ability to use PC based software, including word processing, database management, and spreadsheet packages;
Ability to function in a deadline-driven environment;
Ability to establish and maintain effective working relationships;
Ability to communicate effectively, both orally and in writing.

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EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from high school; PLUS

Three years experience in a public service position requiring writing, clerical, computational, computer and communication skills.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Must be a registered voter in Fairfax County.

REVISED: June 8, 2000
REVISED: April 17, 1990