



## JOB DESCRIPTION

|                                    |                             |
|------------------------------------|-----------------------------|
| Job Title: Election Liaison        | Step: Depends on Experience |
| Department: Elections              | Grade:                      |
| Effective Date: September 11, 2017 |                             |
| Revision Date: September 11, 2017  | FLSA Status: Non-Exempt     |

### **General Purpose**

This position provides election assistance to Clerk's office

### **Supervision Received**

Works under the general direction of the San Juan County Clerk and Chief Deputy Clerk

### **Essential Functions**

- Update Utah Navajo Chapters of upcoming elections and procedures
- Answer questions regarding election related matters and material
- Register potential voters located on the Navajo Reservation
- Responsible for hiring and training Election Poll Managers and Workers as assigned.
- Translate election material and information into audio files
- Complete other tasks as assigned

### **Minimum Qualifications**

- Graduation from high school or equivalent.

### **Required Knowledge, Skills and Abilities**

- Is fluent in Navajo
- Is fluent in English
- Has the ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and in writing.
- Must have a valid Utah Driver's License
- Must be proficient with a computer
- Must be meticulous in work habits
- Must be adaptable with weekly schedule

### **Special Qualifications**

- Preferred knowledge of the election process

**Work Environment**

- Work may require working outside, in hot, cold or inclement weather.
- Work will require vehicle travel around the county and at the county Clerk's office

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above Job Description.

Date: \_\_\_\_\_