

ELECTIONS EXAMINER 2

09212

WASHINGTON STATE DEPARTMENT OF PERSONNEL

09212

Specification for Class of

ELECTIONS EXAMINER 2

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Conducts the review of election related policies, procedures and practices for all counties in the State of Washington. Establishes and maintains the clearinghouse functions of the Elections Division. Provides training to election personnel.

Typical Work

Applies knowledge of RCW's, policies, and procedures to conduct thorough reviews of the county election process;

At least once every four years, or at the direction of the Secretary of State or by request of the county auditor, conducts a review of the county election process related to policies, procedures, practices, and analyzes documentation for accuracy and completeness in conformance with rules adopted by the Washington State Election Administration and Certification Board;

Notifies Auditor of areas of noncompliance, errors, and exceptions giving advice and direction for correcting procedures; prepares and submits preliminary schedule review reports and final schedule review reports which include analysis and concluding recommendations to county auditor; processes all paper work;

Reviews reports for consistency and existence of adequate documentation to support findings;

Develops review plans and schedules;

Prepares training materials and course curriculum;

Trains and certifies election administration officers, election personnel and designated elections observers to ensure the uniform and orderly conduct of elections;

Provides specific training to election administrators regarding the conduct of elections;

Provides general training regarding the responsibilities and duties of county elections administrators, county canvassing board members, political party observers and others responsible for election administration;

Maintains communication between the Secretary of State, local election officials, and major and minor political parties and the public including; elections results; newly enacted elections legislation and regulations, and judicial decisions affecting the administration of elections and applicable attorney general opinions;

Responds to inquiries from elections administrators, political parties and others regarding election information including laws and regulations, demographics, statistics, voting trends;

Independently, or in collaboration with other election staff, prepares and disseminates publishable research studies, reports, Attorney General memos and opinions, court cases, and brochures on a wide variety of subjects dealing with elections and voter registration as a result of the clearinghouse function;

Provides research support and analysis of state election statistics;

Performs other work as required.

Knowledge and Abilities

Knowledge of: state election laws and procedures; principles and techniques of organizational analyses; policy and procedure analyses; principles and methods of developing, conducting and evaluating training courses; research techniques and statistics.

Ability to: work effectively with state agencies and local political subdivisions; communicate effectively, both in speaking and writing; plan, develop and conduct training; review and evaluate policies and procedures and prepare reports.

Minimum Qualifications

Two years as an Elections Examiner 1.

OR

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A Bachelor's degree with major study in business administration, economics, political science or public administration or allied field.

Administrative experience will substitute, year for year, for the required education.

New class: 10-15-93