

ABSENTEE BALLOT COORDINATOR*

**Program Assistant I*

Recruitment #1512-0488DC-002

List Type Transfer/Promotional

Requesting Department ELECTION COMMISSION

Open Date 12/17/2015 3:30:00 PM

Filing Deadline 1/15/2016 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

PURPOSE

Under the direction of the Deputy Director of the Election Commission, the Absentee Ballot Coordinator supervises and coordinates all activities involving absentee voting by mail and at care facilities.

ESSENTIAL FUNCTIONS

- Supervises and coordinates all activities pertaining to all mailed absentee voting – regular, permanent, military, and overseas – according to federal and state election laws, which requires mastering the absentee-related functions of the Government Accountability Board's (G.A.B.) WisVote system.
- Supervises and coordinates all activities pertaining to absentee voting at care facilities.
- Supervises and coordinates all activities involved in preparing absentee ballots for tabulation on Election Day.
- Responds to questions and concerns regarding absentee voting via telephone, in person, by letter, or by email.
- Compiles and maintains statistical reports.
- Performs administrative duties related to supply-ordering and ballots.
- Collects and maintains required documents from absentee ballot voters, such as copies of photo IDs.
- Assists with staffing the front desk, data entry projects, and other general office duties.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Standard hours are 8:00 a.m.-4:45 p.m.; however, in the days leading up to elections as well as on Election Day, the Absentee Ballot Coordinator may be required to work beyond standard business hours. There may be several election cycles per year.

MINIMUM REQUIREMENTS

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held.
2. Four years of progressively responsible office support experience performing duties closely related to this position, with at least one year of experience equivalent to or above

the level of a City of Milwaukee Office Assistant III (e.g. performing difficult and diverse clerical work requiring independent judgment, using advanced features of software applications to produce complex documents, and working on special projects).

3. Valid Wisconsin driver's license at time of appointment and throughout employment.
 - *Equivalent combinations of education and experience may also be considered. For example, two years of college with coursework in business administration, public administration, or a closely related field from an accredited college or university may be substituted for part of the experience requirement.*
 - *IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read and understand work-related documents.
- Ability to become knowledgeable about local, state, and federal election laws, regulations, and practices.
- Ability to learn and master the absentee-related functions of the GAB WisVote system.
- Knowledge of mathematics and the ability to perform accurate calculations.
- Knowledge of statistics fundamentals and the ability to develop reports.
- Knowledge of standard software programs, in particular word processing, spreadsheet, and database, and the ability to accurately perform data entry.
- Oral and written communication skills.
- Customer service skills and the ability to represent the Election Commission professionally to a diverse audience.
- Ability to patiently explain absentee ballot procedures repeatedly to individuals and groups.
- Ability to remain calm and tactfully handle people who exhibit difficult or irate behavior.
- Interpersonal skills; ability to work well with superiors, colleagues, election workers, and representatives of outside agencies.
- Ability to work well both independently and as a team member.
- Ability to effectively direct the activities of temporary office staff and election workers.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Knowledge of administrative procedures and careful attention to detail.
- Organizational, planning, and time management skills.
- Ability to maintain confidentiality regarding all matters related to elections.
- Ability to lift and move up to 25 lbs. occasionally.

CURRENT SALARY

The current salary range (**5EN**) is **\$40,501** annually for City of Milwaukee residents. The non-resident annual salary is \$39,507.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Election Commission reserve the right to call only the most qualified candidates to oral, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **January 15, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met.

- **NOTE:** *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer/promotional opportunities.*
- **NOTE:** *The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*