

NAPA COUNTY ELECTION DIVISION



A Tradition of Stewardship
A Commitment to Service

JOIN OUR TEAM! VOTE CENTER LEAD & CLERK

ABOUT THE POSITION

The Napa County Election Division is looking for Vote Center Leads and Vote Center Clerks to work 3 weeks in February-March and 3 weeks October-November of even numbered years at our nine Vote Centers throughout the county. Vote Center staff are encouraged to work both elections.

Vote Center Clerks and Vote Center Leads:

- Work approximately 50-60 hours total each election.
- Train selected weekdays with extended hours on certain weekends and Election Day.
- May be assigned to various vote centers at different times during each election cycle to ensure coverage.

About Vote Centers:

- Located in Angwin, Calistoga, St Helena, Yountville, Napa (2), and American Canyon (2).
- Staffed with two Vote Center Leads and at least 4 Vote Center Clerks.
- 2 Vote Centers open 10 days prior to Election Day.
- All Vote Centers open 3 days prior to Election Day.

Each Vote Center will require at least one bilingual staff member fluent in Spanish. American Canyon Vote Centers will require at least one bilingual staff fluent in Tagalog. Bilingual persons are encouraged to apply.

HOURLY RATE

Vote Center Lead

Please note that the rate of pay for this position is fixed and will be as follows:

Step 1: \$21.77 (approximately) per hour for new and/or monolingual hires.

Step 3: \$23.68 (approximately) per hour for returning employees and/or Bilingual hires.

Vote Center Clerk

Please note that the rate of pay for this position is fixed and will be as follows:

Step 1: \$19.90 (approximately) per hour for new and/or monolingual hires.

Step 3: \$21.59 (approximately) per hour for returning employees and/or Bilingual hires.



NAPA COUNTY AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.



TO APPLY, PLEASE VISIT:
NAPACOUNTYCAREERS.COM



VOTE CENTER LEAD

THE POSITION

The Vote Center Lead performs the most difficult and responsible types of duties, including conducting research and problem resolution which requires specialized knowledge. The Vote Center Lead is required to perform all duties and responsibilities of multiple functional areas within the Vote Center and provides technical and functional lead to assigned Vote Center Staff.

EXAMPLE OF DUTIES

- Provide lead for other clerical staff, which may include assigning, scheduling, and prioritizing work, providing training to less experienced staff and verifying the work of assigned employees for accuracy.
- Perform the more complex and specialized administrative and clerical duties within assigned functional areas; compile data; summarize and maintain a variety of reports. May deliver election materials to Election Division on Election Day.
- Serve as resource to the general public, provide answers and information regarding processes and procedures for assigned area.
- Provide and maintain quality customer service relationships with co-workers, other County employees, and the general public.

VOTE CENTER CLERK

THE POSITION

The Vote Center Clerk performs duties involving preparation of materials for elections usually during peak work periods. Duties are performed under close supervision.

EXAMPLE OF DUTIES

- Issue Vote by Mail ballots and Conditional Voter Ballots to the public at various Vote Center locations, process affidavits of registration, Vote by Mail applications and confidential voter applications in the computer system.
- Prepare voted ballots at the end of day and completed affidavits of registration to be returned to elections office.
- Prepare supplies for storage following an election, including the breakdown of computer equipment. May deliver election materials to Election Division on Election Day.
- Answer questions and provides general information to public by telephone and in person.

Individuals hired into this class are extra help, intermittent employees and perform assigned tasks on an as-needed basis prior to, during and immediately following an election.

The ideal candidate for either position is a person of integrity with knowledge of common business practices, including personal computers and related software, ability to communicate diplomatically and effectively with great customer service, with the ability to work long hours and weekends which may include sitting and standing for extended periods of time and lifting and moving election materials as well as preparing them for storage.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Some work or voluntary experience including public contact which provides for the required competency in the requisite knowledge and abilities.

Education: High school diploma or GED preferred.

Dates of Employment

The dates of employment will be February 5, 2024 through March 5, 2024
and/or October 7, 2024 through November 5, 2024.