



City of Phoenix

ELECTIONS/ANNEXATION SPECIALIST II

JOB CODE 11980

Effective Date: Rev. 08/01

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to prepare written reports and Requests for Council Action containing all technical and legal materials necessary for all phases of election and annexation processes. This necessitates combining all material collected into a final form, ascertaining the completeness and accuracy of the data, and assembling such data into a concise and complete report or Request for Council Action. Supervisory responsibilities involve planning methods of operation; assigning Elections/Annexation Specialists I to various tasks; directing Elections/Annexation Specialists I in negotiation of annexations; setting up City voting precincts; or doing public contact work related to formation of improvement districts. On the more difficult assignments an employee in this classification takes a direct role in negotiating with property owners and preparing legal instruments. Employees in this classification work under the general supervision of an Elections Coordinator. The more difficult and responsible work performed at a higher level of skill under general supervision differentiates this classification from Elections/Annexation Specialist I.

ESSENTIAL FUNCTIONS:

- Supervises and participates in the preparation of legal descriptions, mapping, and graphics for election purposes;
- Supervises Elections/Annexation Specialists I, assigns specific tasks, and reviews their work;
- Supervises and participates in the preparation of concise and accurate written reports and Requests for Council Action;
- Supervises and participates in the negotiation for obtaining polling places in accordance with Federal and State election laws, and staffing for City elections;
- Examines various State legislative, County district, and other existing lines and legal descriptions, and compares with existing City district lines and legal descriptions;
- Negotiates leases and agreements;
- Ascertains the correctness of the information and makes certain that applicable legal instruments are technically correct;
- Accesses records or enters data into a computer terminal for warehouse inventory, tax rolls, and voter registration;
- Performs physical inventories in the elections warehouse;



City of Phoenix

- Consults and works with the City Attorney;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Federal, state, and local laws pertaining to elections, nomination, and financial disclosures and reporting statements.
- Real estate title and valuation work.
- Requirements as to form, content, and recording necessary to validate legal documents.
- Modern record-keeping functions.
- Principles and practices of modern supervisory theory and techniques.
- Legal terminology.

Ability To:

- Interpret legal documents.
- Plot legal descriptions on maps.
- Work cooperatively with the general public and other City employees.
- Negotiate arrangements for use of facilities for polling places and for receiving of returns and holding of training classes.
- Supervise employees in compiling data and preparing reports.
- Train, organize, assign, and direct the work of others.
- Communicate ideas in the English language.
- Explain complicated technical problems in simple non-technical language.
- Read, understand, and analyze legal terminology relating to elections and annexations.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Lift arms above shoulder level for stacking or retrieving material in the elections warehouse.
- Climb ladders or steps to reach objects.
- Move objects 20-50 pounds long distances (more than 20 feet).
- Travel over rough, uneven, or rocky surfaces while working in a variety of weather conditions with exposure to the elements.



City of Phoenix

- Learn job-related material primarily through oral instruction and observation.
- Remain in a sitting position for extended periods of time reading information from a computer screen.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Employees who serve in this class and who are skilled in a second language may be called upon occasionally to utilize that skill in the routine performance of their duties.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in elections, title examination, and real property management work at the level of Elections/Annexation Specialist I, supplemented by courses in business law. Other combinations of experience and education that meet the minimum requirements may be substituted.