



City of Phoenix

ELECTIONS/ANNEXATION SPECIALIST I

JOB CODE 11990

Effective Date: Rev. 08/01

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason for this temporary classification is to make public contacts and perform technical/administrative work relating to elections or annexations, conduct negotiations, and secure agreements from property owners for land to be annexed or used by the City for improvements or polling places, for election board members, or for other purposes. Work also includes writing legal descriptions, reading and verifying maps, arranging for polling places, setting up election boards, monitoring the elections process, and conducting citizens' polls. The technical work involves title searches and Requests for Council Action. Specific assignments are made and the work is reviewed for completeness and accuracy by an Elections/Annexation Specialist II.

ESSENTIAL FUNCTIONS:

- Drafts requests for Council Action, correspondence to parcel owners, and prepares drafts of other documents or maps as required;
- Negotiates to secure sites for polling places, sets up election boards, and makes certain that each polling place is lawfully prepared to operate at the proper time on election days;
- Conducts neighborhood polls for annexations, improvement districts, and other special issues;
- Accesses City and County records to research, identify, and compile information for annexations, special assessments, and other projects using a computer;
- Performs physical inventories in the elections warehouse;
- Enters data into a terminal to make necessary changes on computer runs, to include additions or deletions of special assessments;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Real estate title and valuation work.



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- Federal, state, and local laws pertaining to elections, nomination, and financial disclosure and reporting statements.
- State and County property valuation methods and procedures relating to annexations and Neighborhood Improvement Districts.
- Basic mathematics (e.g., addition, subtraction, multiplication, and division).
- Basic principals and practices of supervision.
- Real estate principles, real property law, property condemnation and appraisal techniques and boundary controls.
- Preparation of highway location surveys.

Skill In:

- Use of tools, i.e., scale ruler, protractor, compass used in reading maps or preparing legal descriptions.

Ability To:

- Prepare statements and accurately compute interest on property tax.
- Keep accurate records.
- Work cooperatively with others including the general public and other employees.
- Organize and direct the work of others.
- Read maps, legal descriptions, plot plans, and profiles, and recognize lot splits and prepare legal descriptions.
- Communicate ideas in the English language.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work in a variety of weather conditions with exposure to the elements and travel over rough, uneven or rocky surfaces.
- Enter data or information into a terminal or personal computer.
- Move heavy objects (50 pounds or more) long distances (more than 20 feet).
- Lift arms above shoulder level for stacking or retrieving material in the elections warehouse.
- 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.
- Learn Federal and State election laws as they relate to location, staffing, and access to and securing of polling places.
- Learn job-related material primarily through oral instruction and observation.

Additional Requirements:



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- 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:

Two years of experience in elections, title examination, appraisal, or technical real estate work, supplemented by course work related to real estate acquisition, including business law, boundary control, or real estate principles. Other combinations of experience and education that meet the minimum requirements may be substituted.