



San Miguel County

Human Resource Office

Eileen Sedillo, Director

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County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of **Voter Information Specialist** with the San Miguel County Clerk's Division. Under the general supervision of the San Miguel County Clerk and Chief Deputy Clerk; this position is responsible for the dissemination of voter information, voter registration, and voter file maintenance, including filing in alphabetical order and otherwise, data entry, proofing, and updating; election canvassing, and election administration in compliance with the New Mexico Election Code. Also, all other duties that pertain to the daily function of the San Miguel County Clerk's Office.

SALARY RANGE 17: \$26,246.00 - \$32,808.00

DEADLINE: October 13, 2023

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description on the San Miguel County's website at www.co.sanmiguel.nm.us.

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Joy Ansley, County Manager

9.27.23
Date


Eileen Sedillo, Human Resource Director

9.27.2023
Date

Published: _____, 2023



San Miguel County

CLERK'S OFFICE VOTER INFORMATION SPECIALIST

STATUS: Full Time position
FLSA: Non-Exempt

Position Summary:

Under the general supervision of the San Miguel County Clerk and Chief Deputy Clerk; this position is responsible for the dissemination of voter information, voter registration, and voter file maintenance, including filing in alphabetical order and otherwise, data entry, proofing, and updating; election canvassing, and election administration in compliance with the New Mexico Election Code.

Essential Duties and Responsibilities:

- Provides general voter information regarding voter registration requirements, absentee voting, election schedules, and location of polling places; responds to telephone and written communications; and helps conduct post-election canvassing;
- Responsible for the timely and accurate dissemination of information to voters and other citizens regarding voter information and the election process;
- Promptly responds to telephone calls and written communications;
- Perform administrative functions and tasks throughout the County Clerk's Office to include the Bureau of Elections, and trains other staff;
- Warehouse duties require assisting with programming voting machines; out in the field duties requires moving equipment and setting up signage at voting sites throughout the county;
- Canvassing duties require careful examination of the election returns from each precinct to ascertain that election certificates were properly executed and to examine and document for any discrepancies, omissions and/or errors pursuant to the Election Code; and
- Other duties as assigned during peak election activities.

Knowledge, Skills and Abilities:

- Knowledge of basic office procedures and modern office equipment, such as fax machines, printers, and desktop computers, including word processing programs, and the ability to learn more computer skills;
- Must have strong customer service skills and the ability to work under stressful circumstances in dealing with the public, co-workers, and County officials;
- Communication skills, both verbal and written. Filing in alphabetical order, data entry, proofing, and updating are necessary; and
- Ability to work independently or with others, maintaining a professional attitude with the public, co-workers, and County officials.

Qualifications:

- High school diploma or equivalent, plus any combination of college education, work experience or training providing three (3) years of experience in an office environment.

Working Conditions:

Work is generally performed in an office setting or warehouse with occasional duties in the evening and on weekends during peak recording, records, and election cycles. Manual and finger dexterity required. May be subject to CRT's, VDT's and UV rays. May be required to lift or push up to 50 lbs. Travel time may be required. Training others is required.

Physical Requirements:

Primary Work Positions: Sitting 65%, Standing 15%, Walking 10%, Lifting 10%, Kneeling 5%, Squatting 5%, Driving 5%

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY

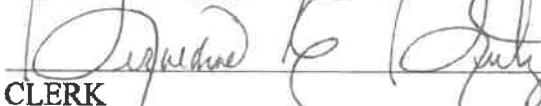
COMMISSIONERS: 03.08.22


COUNTY MANAGER

03.08.22
DATE


HUMAN RESOURCE DIRECTOR

3.8.2022
DATE


CLERK

3/14/22
DATE

EMPLOYEE

DATE