



Job Title:	<b>Voting Rights Coordinator – Navajo Fluent</b>	Job Requisition#:	<b>2k16-09-48</b>
Department:	<b>County Attorney's Office</b>	Status:	<b>Classified</b>
Revised Date:	<b>9/14/2016</b>	Job Code:	<b>1280</b>
Union Code:	<b>Non-represented</b>	Handles Confidential Info:	<b>Yes</b>
First Day to Apply:	<b>09-16-2016</b>	FLSA:	<b>NE</b>
Last Day to Apply:	<b>Open until filled</b>	Entry Wage:	<b>\$13.2346/Hourly</b>
Work Schedule:	<b>M-F 8:00 a.m. – 5:00 p.m. Days and Hours vary during election cycles</b>		

**GENERAL PURPOSE:** Under general supervision of the County Attorney, disseminates election information and educates county populations to ensure awareness of the voting process; communicates and collaborates with assigned tribal administrations to ensure that all phases of the electoral process are communicated and provided to tribal members; coordinates translations of announcements with tribal administrations; serves as liaison between the county and tribal administrations; coordinates training with the Secretary of State and Native Election Information Program offices and communicates with tribal voting rights coordinators to ensure compliance with the consent decree; provides technical assistance to tribal administration on election procedures; and works with State Representatives and county officials on the submission of supplemental funding requests at the state legislature; and performs other duties as assigned/directed.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma/GED Certificate and one year of related experience that includes knowledge of election procedures and processes, election field work, customer service, and bilingual fluency in Native Language in geographical area of assignment. **This position requires fluency in the Navajo language.**

**Required Licenses or Certifications:**

- Valid New Mexico Driver's License.

**SUPERVISION RECEIVED AND EXERCISED:**

Position reports to the County Attorney and does not exercise supervision over lower level staff.

**ESSENTIAL JOB FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

In area of assignment:

- Provides voter registration to persons living in assigned tribal area; plans and coordinates special voter registration drives, voter participation, voter awareness, education and dissemination of election materials.
- Conducts home visits in assigned area for absentee and early voting; collaborates and communicates with Bureau of Elections (BOE) to assist voters who are interested in voting early; informs voters of the nearest early voting site to their residence and conducts home visits on absentee ballot applications and ballot.
- Promotes election and voting programs through networking; attends events such as health fairs, parent teacher conferences, annual field day, legislative sessions, schools, senior centers, community centers, tribal administrations, etc., to communicate and collaborate with other voting rights coordinators, to promote program services, and maintain and provide direct voter contact.
- Collaborates with Bureau of Elections to obtain tribe specific poll workers for every election; provides adequate training to poll workers to enable them to assist with interpretation of ballots, bonds, and constitutional amendments for tribal members on Election Day; and assures precinct availability.

## **JOB DESCRIPTION**

### **Voting Rights Coordinator**

- Coordinates translation of ballots; obtains the sample ballot from the BOE or the New Mexico Secretary of State's office through the Native American Election Information Program; translates ballot into Native Language; communicates election calendar over the air at local radio stations in various tribal languages; provides written and audio cassette translation for polling locations before and during elections; and assists and collaborates with translators/interpreters and the Secretary of State – Native American Election Information Program office.
- Attend required training with New Mexico Secretary of State's office Native American Election Information Program (SOS-NAEIP) and Navajo Nation Election Administration; and coordinates meetings and other election related sessions with the SOS-NAEIP and BOE.
- Provides for post-election and weekly/annual reports as required; and collaborates with the chapters to inform voters of the voter registration purge and the immediate attention needed to update their voter registration information.
- Performs related duties as assigned.

#### **Required Knowledge of:**

- Operational characteristics, services, and activities of the Elections Office, including principles and practices related to work assigned.
- New Mexico Election Codes and Federal Voting Rights as well as other relevant guidelines and statutes.
- Election processes and procedures.
- Computer and electronic voting equipment.
- File and records maintenance principles and techniques.
- The local assigned precinct areas including tribal precincts.
- Effective communication principles and practices including oral and written communication to include public relations and public speaking; reading, interpreting, and speaking Native Language in area of assignment.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Coordinating assigned voter information programs and products.
- Working with equipment, tools, and materials required in area of assignment.
- Operating voting machines and related equipment.
- Communicating effectively verbally and in writing, including making presentations to groups and public speaking.
- Speaking and reading fluently in Native American and other languages associated with assigned program(s).
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Understanding the Native American and other local customs and cultures in assigned area of responsibility.
- Preparing and maintaining files and records in both manual and computer-based systems.
- Interpreting and administering policies and procedures sufficient to discuss and explain them.
- Conducting meetings and training sessions with staff and community volunteers.

#### **Physical Demands / Work Environment:**

- Voter registration and election work is performed at a variety of locations throughout the county.
- Administrative Work is performed in a standard office environment and is generally sedentary in nature.
- Work requires sitting for prolonged periods of time; walking, standing, stooping, and lifting books or files of approximately 30 pounds or less.

**JOB DESCRIPTION**  
**Voting Rights Coordinator**

- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work frequently requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Operates vehicle to conduct community voter outreach presentations and home election visits; to travel to election polling sites and voter registration meetings; and to attend meetings and events.
- Exposure to computer screens and office equipment.
- Occasionally may be exposed to infectious diseases when dealing directly with members of the public or in public settings
- Exposure to varied environments and occasional exposure to extreme weather conditions and potential physical harm while conducting outreach activities.

I \_\_\_\_\_(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



HRD.26- 2015

**Sandoval County  
CERTIFICATION OF VETERAN'S STATUS**

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE: _____
I AM APPLYING FOR (Position Title): _____	

**PLEASE COMPLETE THE FOLLOWING:**

1. Have you ever served in the United States Military, National Guard or Reserve?  YES  NO
2. Did you receive an honorable discharge?  YES  NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training?  YES  NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

**Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date