

Description

WORK in the OFFICE of the PEOPLE

The San Mateo County Registration & Elections Division is seeking seasonal **Vote Center Representatives (Office Assistant I)**. Vote Centers have replaced polling places as in-person voting sites and offer additional services over a longer period of time.

This position requires the ability to operate a computer and computer applications/software quickly and accurately.

We are currently seeking dedicated and hard-working individuals for the temporary, full-time position of **Vote Center Representative** to be hired for the following duties:

- a. Use a computer to verify voter eligibility
- b. Provide information about the upcoming election
- c. Guide voters on use of electronic vote machines
- d. Operate/troubleshoot voting equipment
- e. Provide in-person customer service including assisting voters to register to vote and assisting voters in casting a ballot
- f. Issue ballots
- g. Maintain accurate files and records.

Several, but not all, **Vote Center Representatives** require fluency in Spanish, Mandarin and/or Cantonese, Tagalog/Filipino or Korean

Vote Centers will be open for four to eleven days. Those hired can expect to work approximately 7 – 15 days including training.

Vote Center Representatives will work 5 days per week and 8 hours per day. This assignment will include weekends and potentially 2 or more evenings. On Election Day, Vote Center Representatives will work from 6:30am-9pm or later if necessary.

These positions may require evening work assignments.

NOTE: This is an extra-help, at-will assignment, paid on an hourly basis. Extra help employees are not guaranteed permanent status at the end of the assignment.

Hourly rate: **\$18.38**

Qualifications

Ideal candidates will have a minimum of one year of general clerical, office assistant, or phone services and 1 year of computer experience. The position requires basic addition and subtraction. **Vote Center Representatives** must be proficient in the operation of a computer and computer software and applications.

Applicants with experience as Poll Workers or Universal Polling Place staff are strongly encouraged to apply.

Critical Skills for all Vote Center positions include the ability to prioritize work, coordinate several activities, organize and maintain accurate files and records, and understand and carry out oral and written directions.

Application/Examination

Anyone may apply for this position. The examination process will consist of an application screening (weight: pass/fail) based on the candidates' application, followed by a departmental interview (weight: 100%).

This is a continuous recruitment. The Elections Division will screen applications as they are received and will contact qualified candidates for department interviews. **The positions could be filled at any time.**

PLEASE DO NOT CALL THE ELECTIONS DIVISION OR THE HUMAN RESOURCES DEPARTMENT. The Elections Division will contact you by phone or email if your qualifications meet the current needs.

Because these are full-time (temporary) positions, candidates whose applications indicate they are currently employed in a full-time capacity will not be contacted. However, if you are currently employed and would like to be considered, please indicate in your resume how you could meet the required work schedule given your current employment.

IMPORTANT: Applications for this position will only be accepted online. If you are currently on the County's website, you may click the "Apply" button. If you are not on the County's website, please go to <https://jobs.smcgov.org/election-vote-center-representative-extra-help-seasonal/job/9098997> to apply.

Computer access is available for free at any San Mateo County Library.

Apply immediately. This recruitment is open on a continuous basis and selections may be made at any time within the process.