

POSITION DESCRIPTION

Title: Administrative Support Specialist I

Department: Board of Registrars

Job Analysis: February 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Report To: Administrative Support Specialist III, Registrars

Subordinate Staff: None

Internal Contacts: Office Manager, Registrars

External Contacts: Election Officials, Voters, Elected and Appointed Officials

Status: Classified/Non-Exempt (G)

Job Summary

The Administrative Support Specialist I assists the Baldwin County Board of Registrars in approving voting rights for any applicant meeting the following criteria: Is a resident of Baldwin County, is a United States Citizen, is at least 18 years of age, has not been convicted of a disqualifying felony (or has had rights restored), has not been legally declared “mentally incompetent” by court order.

In addition, the Administrative Support Specialist I is responsible for the continual update and maintenance of Alabama’s statewide voters list. The position is essential to the conduct of all local, state, federal, and special elections.

Job Domains

1. Processes daily Agency Match Reports maximizing new voter registration and streamlining address and statistical data update.
2. Processes applications received daily from the Alabama Law Enforcement Agency (ALEA), ensuring strict compliance with the National Voter Registration Act of 1993 (NAVRA) provisions.
3. Processes applications received daily from the Alabama Department of Public Health and Alabama Department of Social Services, ensuring strict compliance with NAVRA.
4. Processes and issues Alabama Voter ID Cards, ensuring voters are offered a no-cost form of photo identification.

5. Assists in formal notification of active voters and applicants found “disqualified” or “ineligible” due to specific felony convictions or a legal declaration of “mental incompetence”.
6. Coordinates with the Alabama Department of Pardons and Paroles in the restoration of voting rights and when disqualifying felony convictions are not defined under Alabama Moral Turpitude Criminal Conviction Codes.
7. Issues replacement voter information for those walk- in customers requiring address verification for both the ALEA StarCard and Beach Express Pass.
8. Processes weekly and monthly Alabama Department of Public Health Death Reports ensuring accurate statewide voter lists.
9. Processes bi-weekly Duplicate Registrant Reports, ensuring accuracy of statewide lists.
10. Bi-monthly mailout of voter registration cards to new registrants and those with addressing and statistical update.
11. Provides monthly notification to appropriate states and jurisdictions detailing voter transfers to Baldwin County.
12. Ensures files are maintained in compliance with Secretary of State Records Disposition Authority (RDA) guidelines.
13. Participates in Voter Registration Drives and events as required.
14. Assists in updating voting histories in the statewide voters list pre and post-election.
15. Processes increasingly high volumes of Voter Update Forms, generated at polling stations, prior to the subsequent run-off election.
16. Assists in processing provisional ballots which are critical to official certification of final election results.
17. Additional duties and responsibilities as assigned.

Knowledge, Skills and Abilities

1. Extensive working knowledge of State and Federal election laws to include: National Voter Registration Act of 1993 (NAVRA); Alabama Code Title 17; the Alabama Election Handbook (current addition) and the Alabama Board of Registrars Handbook (current addition).
2. Extensive working knowledge of the Election Systems and Software (ES&S) Power Profile voter registration and election management application allowing for state and local jurisdictions to manage elections from the same interface.
3. Extensive working knowledge of the Visual Address Management (VAM) web-based application ensuring registrant addresses are verified and accurately placed within the appropriate precinct.
4. Extensive working knowledge of Baldwin County Revenue Commission’s AS/ 400 computing systems in identifying and GIS plotting residential addresses.
5. Extensive working knowledge of the Baldwin County Parcel Viewer GIS application in identifying and GIS plotting residential addresses.
6. Extensive working knowledge of Microsoft Word, Excel and Outlook.
7. Extensive working knowledge of General Office Procedures.
8. Possesses the ability to apply multiple complex policies and procedures to everyday workload.

9. Possesses the necessary customer service skills to interact with fellow employees, the citizens of Baldwin County, and elected/appointed officials.
10. Displays meticulous attention to detail.
11. Ability to function independently and without close supervision.
12. Willingness and ability to travel locally and out of town for training.
13. Ability to work in any of department's three county locations as needed.
14. Ability and willingness to work overtime and beyond normal working hours during periods of increased workload.

Minimum Qualifications

1. High school diploma or equivalent.
2. 1-2 years of office experience, required.
3. Possess a valid driver's license, and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Administrative Support Specialist III

Department: Board of Registrars

Job Analysis: February 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Report To: Registrars

Subordinate Staff: Administrative Support Specialist I

Internal Contacts: Registrars, Office Assistant III

External Contacts: Election Officials, Voters, Elected and Appointed Officials

Status: Classified/Non-Exempt (I)

Job Summary

The Administrative Support Specialist III supervises the daily operations of the Baldwin County Board of Registrars. In addition, is responsible for: ensuring the Board of Registrars' Office works in coordination with the County Administrator, Probate Election Division, Absentee Election Manager, and other officials on all special, local, county, state, and federal elections, and attends necessary Secretary of State sponsored training to provide continuity for appointed board members.

Job Domains

A. Supervisory Responsibilities

Assists and coordinates the efforts of three assigned Admin Support Specialist I throughout, three county locations, in below listed tasks and responsibilities:

1. Processing of Agency Match Reports.
2. Processing of ALEA generated applications.
3. Processing of Alabama Department of Public Health and Alabama Department of Social Services generated applications.
4. Processing of Alabama Voter ID Cards.
5. Formal notification of active voters and applicants found "disqualified" or "ineligible" due to specific felony convictions or a legal declaration of "mental incompetence".

6. Coordinates with the Alabama Department of Pardons and Paroles in the restoration of voting rights and when disqualifying felony convictions are not defined under Alabama Moral Turpitude Criminal Conviction Codes.
7. Issuance of replacement voter information for those walk-in customers.
8. Processing of Alabama Department of Public Health death reports.
9. Removal of Duplicate Registrants from statewide voter lists.
10. Monthly issuance of voter registration cards.
11. Monthly Registrant Transfer Reports.
12. Ensures files are maintained in compliance with Secretary of State Records Disposition Authority (RDA) guidelines.
13. Coordinates with Archives Department for files designated permanent or beyond departmental storage capacity.
14. Coordinates and participates in Voter Registration Drives and events as required.
15. Ensures the processing of provisional ballots which are critical to official certification of final election results.
16. Ensures voting histories are update in the statewide voters list pre and post-election.
17. Ensures processing of Voter Update Forms generated at polling stations.

B. Administrative Responsibilities

1. Devise, implement and maintain standard procedural guidelines to ensure smooth departmental operation.
2. Maintain departmental calendar to ensure the section meets daily workload requirements and mission critical deadlines.
3. Participate in Board Meetings to discuss and implement new policies and procedures.
4. Serve as point of contact for registrant complaints and inquiries.
5. Maintain the departmental budget and requisition necessary supplies and equipment.
6. Ensure timely Fiscal Year budget submission.
7. Process employee time in KRONOS.
8. Maintain proper accounting of employ leave, absences, etc.
9. Ensure proper training and competence of newly hired personnel.
10. Ensure cross-training of all duties and responsibilities.
11. Ensure training of newly appointed board members.
12. Ensure recognition of superior employee performance.
13. Provide input as “Rater” on employee performance appraisals.
14. Provide continuous and constructive employee performance feedback.
15. Request SARPC contract personnel to cover staffing shortages.
16. Additional duties and responsibilities as assigned.

Knowledge, Skills, and Abilities

1. Extensive working knowledge of State and Federal election laws to include: National Voter Registration Act of 1993 (NAVRA); Alabama Code Title 17; the Alabama Election Handbook (current addition) and the Alabama Board of Registrars Handbook (current addition).

2. Extensive working knowledge of the Election Systems and Software (ES&S) Power Profile voter registration and election management application allowing for state and local jurisdictions to manage elections from the same interface.
3. Extensive working knowledge of the Visual Address Management (VAM) web-based application ensuring registrant addresses are verified and accurately placed within the appropriate precinct.
4. Extensive working knowledge of Baldwin County Revenue Commission's AS/ 400 computing systems in identifying and GIS plotting residential addresses.
5. Extensive working knowledge of the Baldwin County Parcel Viewer GIS application in identifying and GIS plotting residential addresses.
6. Extensive working knowledge of Microsoft Word, Excel and Outlook.
7. Extensive working knowledge of General Office Procedures.
8. Possesses the ability to apply multiple complex policies and procedures to everyday workload.
9. Possesses the necessary customer service skills to interact with fellow employees, the citizens of Baldwin County, and elected/appointed officials.
10. Displays meticulous attention to detail.
11. Ability to travel locally and out of town for training.
12. Ability to work in any of department's three county locations as needed.
13. Ability and willingness to work overtime and beyond normal working hours during periods of increased workload.

Minimum Qualifications

1. High school diploma or equivalent.
2. 2-3 years of office experience, required.
3. 3-5 years of supervisory experience, required.
4. Possess a valid driver's license, and be insurable by the County's insurance standards.