



COUNTY OF FRESNO  
invites applications for the position of:

## ELECTIONS WORKER (Extra-Help)

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**SALARY:** \$13.00 Hourly

**OPENING DATE:** 10/01/19

**CLOSING DATE:** Continuous

**POSITION DESCRIPTION:**

**Elections Recruitment Video:** <https://tinyurl.com/v89k9hg>

**APPLICATIONS MUST BE SUBMITTED ONLINE ONLY**

(Applicants who applied for the March Primary do not need to re-apply)

**APPLY IMMEDIATELY AS THIS RECRUITMENT MAY CLOSE AT ANY TIME**

**Extra-Help (Temporary) Job Opportunity**

Would you like to be a part of history? 2020 marks **Fresno County's** first election under the Voter's Choice Act and the **County Clerk - Elections Office** needs your help as an extra-help **Elections Worker**.

**Elections Workers** provide support to elections activities during peak election periods. Incumbents will assist the public with inquiries related to voter ballots and the voting process; perform data entry of voting information; process and/or resolve electronic record issues; operate extraction machines to open and extract ballots for processing; and perform other duties as required. Additionally, some positions may assist with the translation of voting information; operate a motor vehicle to deliver and retrieve ballot boxes and vote center supplies; clean and inventory election materials; and/or survey polling places.

The County Clerk's office temporarily employs Elections Workers specifically during election periods to assist with the increased workload that occurs during an election. Typical election periods run January through March and September through November.

**Applicants must be willing and able to work from 8:00 am to 6:00 pm October 31, 2020 through November 2, 2020 and 6:00 am to 9:00 pm or later November 3, 2020 (Election Day).**

**Health and Safety:** Personal protective equipment and sanitizing supplies will be provided to staff to be used in the Vote Centers and protective measures will be implemented to ensure the safety of Vote Center staff, as well as the public.

**Note:** This classification is an **extra help (temporary) classification**. Incumbents are paid an hourly rate for actual hours worked, are not entitled to benefits, do not obtain permanent status and serve at the will of the department head. **Permanent County employees are not eligible for extra-help employment.**

Positions in this classification are in MEDICAL GROUP III - Heavy Physical Activity (Personnel Rule 8). This group includes positions which require heavy physical effort using arms, legs, back, and trunk in frequent lifting, pushing, or pulling objects weighing (or offering resistance equivalent to) over 25 pounds. Generally, considerable bending, stooping, squatting, twisting, reaching, as well as standing

and walking are involved. Physical stamina is usually required and explosive strength using bursts of energy may be required, depending upon specific position assignments.

## **SAMPLES OF DUTIES:**

[Please click here to review the Samples of Duties.](#)

## **KNOWLEDGE, SKILLS AND ABILITIES:**

[Please click here to review the Knowledge, Skills and Abilities.](#)

## **MINIMUM QUALIFICATIONS:**

Applicants must qualify under one (1) of the following options:

### **OPTION 1:**

Experience: Six (6) months of full-time paid or volunteer public contact work experience involving data entry and/or general recordkeeping.

### **OPTION 2:**

Experience: Paid work experience equivalent to that gained as an Elections Worker or Precinct Officer for at least one (1) election.

### **OPTION 3:**

Education: Completion of twelve (12) semester units of coursework that is acceptable within the United States' accredited college or university system.

### **OPTION 4:**

Education: Current enrollment as a student in a secondary educational institution who is at least 16 years of age, is in good academic standing, and has a grade point average of at least 2.5 on a 4.0 scale.

### **The following information is in addition to the options listed above:**

License: Depending on assignment, possession of a valid Class "C" driver's license, or equivalent, may be required.

Note: Pursuant to [California Elections Code Section 12302](#), an Elections Worker assigned to be a member of a precinct board must be a registered voter of the state (a) or otherwise meet the qualifications of a pupil (b)(1) or nonvoter (c)(1).

### **TO PREVENT THE DISQUALIFICATION OF YOUR APPLICATION, PLEASE NOTE:**

- **Applicants must meet the minimum qualifications and filing requirements for this position by the filing deadline.**
- **A completed Fresno County employment application is required (must be current, complete, and accurate. Amendments will not be allowed after the filing deadline).**
- **Resumes and attachments are not accepted in lieu of a completed application.**
- **Please fully list your work experience, including current position. Failure to list current and complete work experience within the job application (including employment with the County of Fresno) may result in the disqualification of your application.**
- **In the Education section of your application, please provide complete information for each school attended. Please provide the school's name, school's location, the type and number of units earned (semester or quarter), type of degree earned (bachelor's degree, master's degree, etc.) and which major or program was completed. Failure to completely list education within the job application may result in the disqualification of your application.**
- **If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date and time of this recruitment. You may either attach a copy to your application; fax a copy to (559) 455-4788, Attn: Justin Tolman; or hand deliver a copy to our office.**

## **SELECTION PROCESS:**

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants will be scheduled for the process listed below:

- **Certify Without Examination** - In instances where the number of eligible candidates is less than or equal to the number of qualified applicants the department is entitled to receive under Personnel Rule 4212, the competitive examination process will be waived and the names will be certified without an examination.

Successful candidates will be placed on an employment list, effective for a minimum of 3 months (may be extended up to an additional 12 months), and certified in final rank order as vacancies occur.

## **REQUIRED APPLICATION MATERIALS:**

- **Fresno County Employment Application** (must be current, complete, and accurate. Amendments will not be allowed after the filing deadline).
- **Supplemental Questionnaire**

Please note: Applications must be submitted **online only** via our website by the closing date and time of this recruitment. Applications submitted via email, fax, U.S. mail, or in person will not be accepted. Resumes will not be accepted in lieu of a completed application.

## **HOW TO APPLY:**

**Online only:** Applications may be found at: <http://fresnocountyjobs.com>.

Open Job Information flyer and click "Apply" to begin online application process. Failure to complete the job application or failure to follow the application instructions (such as the formatting of education or work experience) may result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

Once the filing deadline has passed, you may check the status of this recruitment at any time by logging on to <https://www.governmentjobs.com/Applications/Index/fresnoca>

**We request that you do not call the Elections Office or the Department of Human Resources. The Elections Office will contact you by email to schedule interviews.**

## **Tentative Interview Dates: Starting July 15, 2020**

Please be advised that it is the applicant's responsibility to notify Human Resources of any mailing address and telephone number changes. Notices sent via U.S. Mail from Human Resources are not forwarded ("Return Service" is requested, therefore mail will not be sent to a forwarding address).

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

**REASONABLE ACCOMMODATIONS** - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination or selection process may contact Human Resources at (559) 600-1830 at least 5 days prior to the scheduled date or deadline.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Analyst: Justin Tolman**

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[HREmploymentServices@fresnocountyca.gov](mailto:HREmploymentServices@fresnocountyca.gov)

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## ELECTIONS WORKER (Extra-Help) Supplemental Questionnaire

- \* 1. Pursuant to California Elections Code Section 12302, an Elections Worker assigned to be a member of a precinct board must be a registered voter of the state (a) or otherwise meet the qualifications of a pupil (b)(1) or nonvoter (c)(1). Please select the option below that applies to you.
- I am currently a registered voter of California (eligible).
  - I am eligible to become a registered voter of California (eligible).
  - I am a current high school student who is at least 16 years of age, is in good academic standing, and has a grade point average of at least 2.5 on a 4.0 scale (pupil eligible).
  - I am a permanent U.S. resident of California who is otherwise eligible to vote, except for my lack of U.S. citizenship (nonvoter eligible).
  - I am not registered or eligible to become a registered voter of California, nor am I eligible as a pupil (b)(1) or nonvoter (c)(1).
- \* 2. Some positions may require a valid Class "C" driver's license, or equivalent. Do you possess a valid Class "C" driver's license, or equivalent?
- Yes  No
- \* 3. This position may assist with the translation of voting information as needed. Please indicate below any additional languages(s) you fluently speak, read, write and understand.
- Spanish
  - Chinese
  - Hmong
  - Korean
  - Khmer
  - Lao
  - Punjabi
  - Tagalog
  - Vietnamese
  - Other
  - None
4. If you checked "Other" in the previous question, please write the name of the language in which you are fluent; otherwise, indicate "N/A" in area below.
- \* 5. Candidates must be willing and able to work overtime, nights, weekends, and holidays if necessary. Are you willing to work overtime, nights, weekends and holidays?
- Yes  No
- \* 6. Below are the Vote Center city locations within Fresno County. Please check the box next to the location(s) in which you are willing and able to work. Please note that employees are responsible for their own transportation to and from the Vote Center.
- Clovis
  - Coalinga
  - Easton
  - Firebaugh
  - Fowler
  - Fresno
  - Huron

- Kerman
- Kingsburg
- Mendota
- Orange Cove
- Parlier
- Reedley
- Riverdale
- Sanger
- San Joaquin
- Selma
- Squaw Valley
- Tollhouse

\* Required Question