

## Wisconsin Elections Commission

### Elections Specialist – Entry

#### **Position Summary**

The Wisconsin Elections Commission is charged under Wisconsin Statutes to administer and enforce Wisconsin's elections laws. A core mission of the Commission is to ensure ongoing and quality education, training, outreach, technical assistance, and advice to municipal clerks, county clerks, and local election inspectors (poll workers) that conduct elections as well as to ensure adherence to, and compliance with Wisconsin election laws and required procedures. Another core function of the Commission is to provide current and accurate information to the public as well as various governmental and other organizations about the State's electoral processes, voting statistics, and trends.

Under the close, progressing to limited supervision of the Elections Supervisor and Assistant Administrator, this position functions as part of the elections administration team, and is a resource for county, municipal, and school district clerks and administrators, as well as candidates, voters and the general public. This position will develop and maintain a high-level working knowledge of federal and state election laws, administrative rules, Commission policies and business processes in order to effectively interpret and apply these requirements to all types of elections held throughout the state and provide expert opinions and advice on election administration issues.

This position regularly participates in conducting public outreach, education, training, technical assistance workshops, seminars, and certification classes for local election officials and members of the public. This position is also responsible for core election administration tasks, including, but not limited to: review of state and federal candidate ballot access documents, ballot design and review, and canvass of election results. Further, this position will participate in implementing other initiatives identified by agency management and the Commission.

The position also works in and provides services regarding Wisconsin's statewide voter registration system called WisVote, which is a database of voter and election information as well as a primary tool for administration of elections in the state. This position is a contact for county and municipal clerks to provide customer service, training, and guidance in the administration of elections using WisVote.

This position requires compliance with the agency's timekeeping system to ensure that tasks performed qualify under federal funding guidelines or that work representing State initiatives is tracked contemporaneously and is properly accounted for using State funds.

## **Duties and Responsibilities**

**40%**

**A. Serve as a member of the agency's election administration team and maintain election-related functions of the agency as they relate to federal, state, county, local, and school district election officials.**

1. Develop and maintain a high-level working knowledge of all elections laws governing responsibilities of state and local election officials and obligations of candidates.
2. With guidance from senior staff, communicate with legislators, candidates, political registrants, media representatives, other state agencies, representatives from state and national organizations, and the general public on all election-related subjects, including interpretation of laws, administrative rules, and Commission policies.
3. Prepare written communications in response to requests from agency customers.
4. Assist with examination of ballots submitted by county and municipal election officials to determine compliance with prescribed format, statutory criteria and agency certification. Inform county election officials of any discrepancies promptly and maintain a record of problems and contacts.
5. Ensure election results reported electronically by county boards of canvassers into the agency Canvass Reporting System (CRS) are in the required format.
6. Assist in preparing and ensuring accuracy of notices related to all state and federal elections and distribute the correct notice to each county election official within statutory deadlines.
7. Prepare and ensure accuracy of certificates of election for all winning state and federal candidates and all applicable certificates relating to presidential, congressional and referendum elections by statutory deadlines.
8. Work with and assist other agency staff with projects related to election administration, such as voting equipment approval, accessibility of polling places, voter outreach, and the statewide voter registration database and election management system.
9. Maintain information for all offices, contests, and candidates in the state's election management system. Create new offices and verify information as necessary.
10. Maintain term and incumbency information to ensure correct tracking of resignations, retirements, appointments, expiration dates and election dates for all state and federal offices.

**30%**

**B. With guidance from the Elections Supervisor and Senior Staff, participate in the provision of election administration education, training, technical assistance and public outreach to local election officials and members of the public.**

1. Consult with and advise county, municipal, and school district officials, concerning their election-related responsibilities, through effective oral and written communications.
2. Conduct in-person, telephonic, and online presentations to county and municipal clerks and election inspectors concerning proper procedures related to the election administration responsibilities of these officials.
3. Participate in the design and development of training manuals by drafting new material on specified subjects and by reviewing, providing feedback, and editing drafts prepared by others. These manuals are used by county, municipal and election inspectors, and school board officials, as well as the public.
4. Assist in the development of new training tools and methods using various forms of technology.
5. Coordinate the preparation and distribution of election-related materials such as memoranda, publications, and the calendar of election events and deadlines.
6. Develop and maintain effective working relationships with local election officials and representatives of their respective professional associations, and solicit their feedback and input regarding election administration procedures and requirements.
7. Assist with the development of voter education public outreach materials in a variety of formats including print materials and online content.

**15%**

**C. Assist in the processing and certification of nomination papers, recount petitions, recall petitions, petitions for ballot status, and official election results.**

1. Assist in the development of ballot access checklists for federal, state and county candidates.
2. Develop and implement procedures for the agency's processing of nomination papers and election-related petitions.
3. Train staff members to determine the validity and sufficiency of ballot access documents following criteria established by law and agency procedures.
4. Determine ballot status for all federal and state candidates by evaluating documents and qualifications for placement on the ballot, and determine ballot order of names of candidates for all state and federal offices.

5. Prepare and ensure accuracy of all candidate and state referendum certifications and distribute proper certification to county election officials within the statutory deadlines for each election event.

**10%**

**D. Technical Assistance and Quality Control of WisVote**

1. Provide technical assistance and customer support to local election officials regarding the effective use of WisVote functionalities and management of WisVote data.
2. Ensure accurate voter and election data by implementing and enforcing sound data quality assurance practices and procedures used by local election officials.
3. Advise and assist county and municipal election officials on the processing, submission and reconciliation of voter participation data.
4. Develop and use existing tools to track WisVote election setup, address maintenance using GIS technologies, the data entry of contests and candidates, absentee ballot issuance, post-election voter participation, and other election management tasks.
5. Assist WisVote users in the development and use of customized reports to meet office needs.
6. Assist WisVote technical staff with the testing of program upgrades and new functionalities.
7. Based on feedback from local election officials, make recommendations for improving WisVote business processes and procedures.

**5%**

**E. Carry out special projects and assignments as directed by the Election Supervisor and Assistant Administrator.**

1. Assist with implementing initiatives outlined in the agency's Election Administration Plan.
2. Act as team member or team lead in conducting research related to election administration issues and trends and developing recommendations for consideration by the Commission or the Legislature.
3. Track, research, and analyze new legislative initiatives. Assist in preparation of fiscal analysis and testimony regarding policy and administrative impacts of proposed legislation. Make recommendations for remedial legislation on election laws.
4. Assist in review and resolution of complaints filed against local election officials.

5. Draft responses to inquiries from the Governor's Office, the Legislature, other agencies and the public.
6. Prepare written reports for agency management and Commission members and make oral presentations to the Commission as required.

### **Required Knowledge, Skills, and Abilities**

1. Knowledge of federal and state election laws, administrative rules, Commission policies, and business processes as they relate to election administration.
2. Proficient in Microsoft Office Suite and web-based multi-tiered computer applications.
3. Ability to work in a team environment and establish and maintain effective working relationships with fellow employees, administrative officials, election officials, legislators, other state agency officials, and the general public.
4. Effective communication skills; ability to speak and write effectively.
5. Ability to plan, organize, and prioritize workloads.
6. Strong analytical and strategic planning skills.
7. Ability to demonstrate initiative and independence in carrying out assigned tasks.
8. Ability to coordinate and supervise the work of other technical, clerical, and professional staff on special projects.

### **Special Requirements**

- Must possess a valid Wisconsin driver license and meet the State's Risk Management Requirements or have the ability to obtain ones' own transportation.
- Must comply with nonpartisan requirements during employment.
- Ability to travel statewide as required.