

### **VOTER REGISTRATION SPECIALIST**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in coordinating election and voter registration activities of the Navajo Nation; duties include public contact work, coordinating all areas of election and distribution of information to a variety of interrelated election functions; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Coordinates election and voter registration activities by providing Navajo Nation, state, county and federal election and registration information and materials; orients registrars, poll officials, chapter officials and the general public on election laws, codes, regulations, policies and the election and certification processes; interprets election codes, laws, rules, regulations, policies and procedures; reviews and makes recommendations regarding changes to the Navajo Nation Election Code, election regulations, rules, policies and practices; ensures compliance with applicable laws; drafts correspondence regarding novel election issues by seeking legal opinion and conducting preliminary legal research and analysis regarding precedents in laws, policies and practices; proposes recommendations for resolution of election issues based on research and analysis.

Conducts pre- and post-election activities for all elections; prepares candidate information packets; assists potential candidates with application process; responds to concerns and inquiries concerning voter and candidate related matters, providing resolution, information or directing to appropriate entities; accepts candidate applications and related documents and reviews for accuracy and completeness; certifies candidate qualifications based on analysis of statutory requirements and ethic laws; prepares candidate certifications, ballot layouts and public service announcements; orders ballots and supplies; compiles materials for elections; oversees process and maintains records of absentee voting; certifies election results and challenge votes cast; conducts re-counts, if requested; oversees recall elections and prepares required notices for recall process; manages election disputes and grievance cases and inquires.

Prepares Oath of Office and Certification of Election for newly elected officials; assists chapters with nominations and election of candidates; attends hearings for grievances filed; conducts voter registration drives, registers voters, prepares voter registration cards, and issues voter registration receipts; maintains, analyzes, interprets and provides registration data and statistical reports; maintains close contact with the Navajo Nation Board of Election Supervisors and keeps them apprized of the general and special election activities; maintains voter data system; maintains voting equipment and supplies; assists with revisions of election laws and processes; attends meetings and conferences.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation, county, state and federal election laws, codes, legislations pertaining to elections, nomination, and financial disclosure and reporting statements.

Knowledge of election precincts.

Skill in the use of office equipment, including personal computers.

Skill in communicating effectively orally and in writing.

Skill in maintaining an effective working relationships with others.

Ability to train, organize, assign and oversee work of others.

THE NAVAJO NATION

Class Code: 3835  
Community Education and Counseling Series  
Voter Registration Group  
Overtime Code: Non-Exempt  
Pay Grade: 62

**VOTER REGISTRATION SPECIALIST**

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Political Science or related field; and three (3) years of experience in the electoral process, public relations or related work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.