

Market Range Detail - Elections Worker

Effective Date

June 18, 2008

Market Range Title Description

Positions in this market range title are responsible for providing temporary elections support. Duties are varied and may include driving, packing, loading, delivering, and unloading supplies, cleaning and repacking voting booths. Others tasks include contacting voters to serve on election boards, researching voter information, assisting the public with the election process, and performing various clerical tasks such as sorting and processing ballots, opening and stamping mail, assembling election material and polling place supplies, performing data entry, operating copiers, scanners, fax machines, and computer terminals, or providing technical support for polling place equipment.

Market Range

Minimum Hourly Rate

\$10.00

Midpoint / Hiring Maximum

\$15.00

Maximum Hourly Rate

\$20.00

Likely Minimum Qualifications

- High School Diploma or GED
- Clerical skills, customer service skills, driving skills, warehousing skills, and technical skills
- Some positions may require an Arizona driver's license, and a good driving record
- In addition, Tier 2 Elections Warehouse Drivers must have successfully performed as an Elections Warehouse Driver for at least two elections, preferably a Primary and General Election
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Elections Worker

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.