

WISCONSIN ELECTIONS COMMISSION

Elections Specialist Position
(Statewide voter registration system- WisVote)
Position #339531

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.

This is an Elections Specialist position focused on working in, and providing 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 primary contact for county and municipal clerks to provide customer service, training, and guidance in the administration of elections using WisVote. It is responsible for applying election laws, administrative rules, and Commission policies related to voter registration, the conduct of elections, and recording voter participation.

This position participates in developing a protocol to be used by the WisVote team for delivering education, training, and technical assistance to local election officials, and will conduct workshops, seminars and classes for Users of WisVote. This position will also participate in carrying out an array of elections program initiatives and activities delineated in the agency's goals and management plans. This position will require occasional travel within Wisconsin from the agency headquarters in Wisconsin.

Duties and Responsibilities

45%

- A. Provide Technical Assistance to Users of the statewide voter registration system, WisVote and Monitor Quality Control of WisVote Tasks
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.

30%**B. Provide Education and Training to Local Election Officials Regarding the Use of WisVote**

1. Identify and assess the education and training needs of Local Election Officials for understanding the functions and management of WisVote. Keep program colleagues and agency management apprised of Local Election Officials training needs related to the use of WisVote.
2. In collaboration with Elections Specialist colleagues, develop and implement protocols for providing education, training and technical assistance to Local Officials regarding the effective use of WisVote.
3. Teach and train Local Election Officials on the proper and effective use of WisVote functionalities and management of WisVote data through in-person and other training methods.
4. Assist WisVote training staff to revise training manuals, communications, and other documents.

25%**C. Participate in Implementation of the Agency's Election Administration Plan and Management Goals**

1. Assist with carrying out WisVote initiatives and other activities included in the agency's Election Administration Plan and management goals.
2. Analyze proposed legislation to determine impact on the administration and enforcement of election laws.
3. Assist in drafting fiscal analysis and legislative status reports.
4. Develop background information, testimony and other materials for management's response to policy proposals, identifying impacts and consequences of proposed legislation.

5. Draft responses to questions from the Governor's Office, the Legislature, other agencies, and the public involving election administration program implementation.
6. Develop and maintain a high level working knowledge of the Election Commission's core business requirements related to both WisVote functionalities and Election Administration tasks and initiatives.
7. Carry out special projects and assignments as directed by supervisor and/or agency management.

Preferred Knowledge, Skills, and Abilities

1. Knowledge of IS system methodologies, tools and techniques.
2. Ability to develop substantial familiarity with and a working knowledge of election laws, administrative rules and Board policies, methods and procedures as they relate to election administration.
3. Knowledge of training techniques. Ability to apply comprehensive knowledge of adult education concepts as well as workplace training theory, principles and practices.
4. Strong analytical and strategic planning skills; ability to plan, organize, prioritize and manage tasks
5. Strong communication skills; ability to speak and write effectively.
6. Ability to work in a team environment and to establish and maintain effective working relationships with fellow employees, administrative officials, election officials, other state agency officials, and the general public.
7. Ability to demonstrate good professional demeanor and a consistently pleasant personality.
8. Proficient in Microsoft Office Suite.
9. Ability to travel as required.

Special Requirements

1. Must possess a valid Wisconsin driver license and meet the State's Risk Management requirements, or have the ability to provide one's own transportation.
2. Must comply with the agency's nonpartisan requirements.