



TRIBAL ELECTION ASSISTANT

Hopi Elections Office

Reports To: Tribal Registrar

Salary/Hourly Range: 22

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Developed: 06/07/2021

INTRODUCTION

The Tribal Election Assistant performs a wide variety of technical support work with election procedures, performs outreach activities, provides safety and health related information and works closely with the Tribal Registrar. The Tribal Election Assistant networks with local and outside agencies for work assigned to complete goals and objectives of the Office of Hopi Election. May be required to travel on and off the Hopi Reservation.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Develop outreach materials, on the election procedures and network with the villages/schools/programs, to enhance voter education.
- 2) Develop and coordinate election training for poll officers and other election entities.
- 3) Develop guidelines for the Coronavirus/COVID-19/ CDC guidelines/requirement in reference to election procedures.
- 4) Attend training over COVID-19 and CDC guidelines, to properly monitor election procedures, training, and inspection of all election sites and provide proper guidance throughout the election process.
- 5) Conduct screening for the Office of Hopi Election during normal business hours and provide training to poll officers.
- 6) Work and communicate with poll officers of local villages/agencies.
- 7) Evaluate outreach activities to measure effectiveness and the impacts of networking with outside entities.
- 8) Attend meetings, trainings, conferences for updates on health and safety procedures and performance methods to keep the office up to date on new health and safety regulations.
- 9) Network with all tribal and non-tribal agencies on effective outreach methods.
- 10) Assists with Help America Vote Act and Americans with Disabilities Act requirements for state and federal elections.
- 11) Maintain the Office of Hopi Election website.
- 12) Assist in archiving all election information and documentation.
- 13) Performs other duties as assigned and authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School Diploma or G.E.D.;

AND

Experience: Two (2) year's work experience with election operations or performing the prescribed duties;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to maintain confidentiality of all election personnel information.
- Knowledge of organization, self-motivation, and independent work on multiple projects and be a team player.
- Public relationship skills and computer skills.
- Ability to operate standard office equipment including but not limited to computers, internet skills, power point, plotter printer and copier skills, and photography/media design skills.
- Knowledge of legislative organization, tribal laws, policy and procedures of governing elections.
- Ability to interact with a wide range of tribal and non-tribal entities.
- Ability to organize and archive information.
- Knowledge of election laws; Tribal, State and Federal with an emphasis on Hopi Tribal election laws.
- Ability to remain neutral, be objective, and non-partisan to political parties.
- Ability to work objectively with the incumbents, elected officials, appointed or elected officials and officers of the County, State and other Tribal Officials.
- Ability work beyond normal hours, weekends and holidays.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and complete/pass the Hopi Tribe's Defensive Driving course. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENTS

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