



## HOPI TRIBAL POLL OFFICIAL

Department / Program: Hopi Elections Office

Reports To: Hopi Election Board

Salary/Hourly Range: 8

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 07/31/2017

### **INTRODUCTION**

The work typically includes duties of the Poll Officials: Judge, Clerk(s) and Marshal to conduct the election process at the Polling site as defined. The work entails decisions that would need to be made on site or call for assistance to Hopi Election Headquarters. This position is responsible for maintaining proper election conduct at the polling site, maintain order at the voting tables, maintain order outside of the polling site, maintain clean voting booths, assists voters, give the public the opportunity to cast their vote, and participate in the elections training as provided by the election consultants prior to the elections.

### **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. All officials have dual roles and responsibilities. Training is provided for all positions.
2. Responsible for setting up the polling site.
3. Maintain the established system for conducting elections.
4. Prepare election reports and vouchers for end of the Election Day.
5. Take the Oath of Office and comply with the Oath at all times.
6. Provide accurate verbal directions to the general public.
7. Ability to speak/understand the Hopi Language.

### **PERSONAL CONTACTS**

Contacts are with employees of the Hopi Tribe, the general public and the Election Consultants who maintain the election equipment on Election Day. The purpose of these contacts is to coordinate the election efforts and provide assistance to the general public as they come to vote.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work requires lifting of equipment, standing, walking, and sitting for long periods of time. Marshal may be required to assist impaired individuals into and out of the building. Must be able to stay physically alert from the early morning hours to late into the night. Travel to and from the precinct at the times given to perform work.

### **MINIMUM QUALIFICATIONS**

#### 1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate;

AND

Experience: One (1) election experience as an election poll official;

OR

Any equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties of the position.

#### 2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of the Hopi Tribal Constitution and By-Laws;
- Knowledge of the Hopi Tribal Election Ordinance #34;
- Knowledge of any of the Election Process (Tribal, Village or School);
- Knowledge of basic technical applications.

Skills:

- Verbal and written communication skills to prepare the election balloting equipment;
- Excellent human and public relations skills.

Abilities:

- Ability to write accurate report and calculate numbers;
- Ability to work under pressure from the general public;
- Ability to explain procedures;
- Ability to maintain professional working relationships with general public.

**NECESSARY SPECIAL REQUIREMENTS**

1. Speak and understand the Hopi language to communicate effectively with participants.
2. Must possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
3. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
4. Must possess and maintain a CPR/First Aid Certification.