



Spanish Language Outreach Assistant

TEMPORARY EMPLOYMENT JOB DESCRIPTION

Salary: Election Worker IV: \$14.25 hourly with additional Bilingual Premium Pay (will be required to take and pass a conversational and written bilingual exam).

Work Hours: While preparing for an election, there is extensive overtime required, often with little or no advanced warning. Time off during an election cycle is very limited. Normal business hours are 8 am to 5 pm. However, work schedules may vary depending on assignment and may require working evenings and weekends.

Election Worker Information and Job Description:

The San Diego County Registrar of Voters, located at 5600 Overland Avenue, Suite 100, San Diego, CA 92123, is seeking to fill temporary employment positions to assist the Spanish Voter Outreach Coordinator for the upcoming **June 5, 2018 and the November 6, 2018** elections.

The ideal candidate for this position supports the Voter Outreach Coordinator and all team members in the Spanish Language Outreach program and as time permits, supports the other language and general outreach programs. This position requires the following characteristics: punctuality, flexibility, ability to work in a fast pace work environment, strong translating conversational and written skills, ability to work outdoors, stand for long periods of time, lift heavy objects (up to 25 lbs.), and exercise sound judgment in a busy, high-stress environment.

Skills/ Abilities:

- Knowledge of Spanish Culture in San Diego County
- Strong translation and proofing experience (conversational and written skills) in Spanish/English
- Ability to work weekends and evenings
- Ability to help setup and take down outreach booth in community events
- Ability to read, understand and follow oral and written instruction as well as established policies and procedures
- Comfortable working in Word, Excel, Internet, Outlook Emails
- Excellent customer service and telephone etiquette skills
- Ability to work with minimal supervision
- Ability to assist with various clerical duties, as needed

Example of Duties:

1. Translate and proofread in English and Spanish various documents; i.e. Election Sample Ballot, media releases, etc.
2. Establish contact with the public over the phone, at community outreach events and New Citizen ceremony events
3. Assist at Bilingual Poll Worker Orientations
4. Research in Data Information Management System (DIMS)

Essential Physical Requirements

- Ability to work outdoors and able to setup and take down outreach booth.
- Ability to sit or stand for long periods of time; may also need to go from one workstation to another
- Ability to perform repetitive movements (i.e. opening mail, typing, filing, sorting, bending, lifting, etc.)