



Outreach Latino/Spanish Assistant Temporary Election Worker IV Job Description

Election Worker IV – \$14.25 per hour

Work Schedule – 8AM – 5:00PM

Objective: The Language Services Spanish/ Latino Outreach section of the Registrar of Voters Office is seeking flexible people to work in a busy environment where the main goal is to not let language be a barrier to voting by providing translated voter registration and education materials and services.

Knowledge of:

- Basic knowledge of Latino Culture
- Basic use of a personal computer in a Windows environment
- Basic use of phones, copy machines, printers and fax (not required, but a plus)

Skills/Abilities

- Bilingual: Strong Spanish/English comprehension: Read, speak and write both languages
- Strong ability to translate and proof translations from one language to another
- Ability to partner with English and Spanish speaking community based organizations in San Diego County
- Able to work weekends and evenings
- Ability to work outdoors and help setup and take down outreach booth
- Excellent customer service
- Read, understand and follow oral and written instruction as well as established policies and procedures
- Very good Computer skills : Word, Excel, Internet, Outlook
- Work with minimal supervision
- Some telephone experience

Example of Duties:

1. Spanish Language Voter Education Outreach to members of the Latino community that may be limited English speaking
2. Translation and proof reading in English and Spanish of Election Sample Ballot & Voter Information Pamphlet, legal notices, voter notices, media releases, Frequently Asked Questions, and website
3. Assisting Spanish speakers with voter registration and voter information at community events, New Citizen ceremonies
4. Assisting in Bilingual Poll Worker Orientations
5. Assisting in Community Presentations on Voter Education
6. Researching in registration database

Essential Physical Requirements

- Ability to work outdoors, and help set up and take down booth
- Must be able to sit or stand for long periods of time; may also need to go from one workstation to another.
- Must be able to perform repetitive movements (i.e. opening mail, research, typing, filing, sorting, bending, lifting, etc.)
- Ability to lift up to 25 pounds.