

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656



### STANDARD JOB DESCRIPTION

#### Manager of Early Voting and Mail Voting

**Job Code:** 8888

**Job Title:** Manager of Early Voting and Mail Voting

**Salary Grade:** 21

**Position I.D. No.:** 0076974

**Status:** Shakman Exempt

**Division:** Elections

#### Job Summary

The Manager of Early Voting and Mail Voting reports directly to the Assistant Deputy Clerk of Elections, and supervises the processing of logistics, mail voting and early voting. The Manager Early Voting and Mail Voting will oversee all staff assigned to the Early Voting & Mail Ballot Department for the Cook County Clerk's Office (CCCO). In accordance with Federal, State and local laws and Regulations adopted by the Illinois State Board of Elections, the Manager of Early Voting and Mail Voting supervises election functions to include a program for ballot development and production, the petition proves, tabulation of election results, direct the preparation of supplies and materials needed for conducting elections, and directs the procedures necessary to obtain polling places for use during Early Voting and on Election Day in accordance with the American Disabilities Act. The Manager of Early Voting and Mail Voting serves as the liaison with Human Resources on all personnel and issues including but not limited to payroll, timekeeping, interviewing, hiring, evaluating and overseeing early voting judges. Directly or through subordinates supervises temporary or contractual election staff, volunteers and election judges in performance of election duties and responsibilities including training and position assignments. The Manager of Early Voting and Mail Voting provides administrative oversight and management to all early voting locations, ballot by mail requests, signature verification, ballot processing, UOCAVA and special election boards. The Manager of Early Voting and Mail Voting develops the strategy for issuing, processing, and certifying votes cast via mail ballot.

Due to the Manager of Early Voting having access to, and participating in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

#### Essential Job Duties

- Manage compliance with reporting requirements related to Mail Voting and Early Voting to other government agencies.
- Create the calendar of all tasks relative to Early Voting.
- Manage the Early Voting Unit to complete all tasks before, during and after Early Voting professionally and in a timely manner.
- Support training program for all Early Voting Judges, including reviewing and consulting on facilitation guides for trainers, training the trainers, updating the Early Voting Handbook.

- Before Early Voting begins, contact all sites to confirm their participation in Early Voting and find new sites when necessary.
- Create and update all communications with Early Voting Judges, including recruitment, availability, training and assignment emails, Early Voting Judge Application, other communications and the Early Voting Judge survey.
- Decide on the number of Judges, voting equipment, supplies and ePollbooks to send to each polling site.
- Work with Elections Operations Center and IT Departments to make sure the proper equipment is prepared and sent out.
- Support the Elections Operations Center, work with vendor on the delivery and pickup of all voting equipment and supplies to and from all Early Voting sites.
- Work with the IT Departments and vendors to deliver, set up and pick up all ePollbooks and related components from all Early Voting sites.
- Work with ePolbook vendor on updating the ePollbook and any issues pertaining to the Management System before, during and after Early Voting.
- Assign rovers to check on all Early Voting sites on the first day of Early Voting.
- Create a survey for rovers to complete and read and analyze the results of the survey.
- Handle emergencies and unusual situations before and during Early Voting as they arise.
- Evaluate staff of the Early Voting Unit, including both permanent staff and seasonal election workers.
- Evaluate Early Voting Judges in training and throughout Early Voting.
- Manage Preparation of Mail Ballots.
- Direct internal Election's Department staff to prepare ballot packets for mail ballots.
- Manage Mail Ballot section in processing of mail ballots with outside vendor to prepare ballot packages for mail ballots, detainee ballots and nursing home / hospital ballots.
- Manage quality control of mail ballot at third party vendor to confirm appropriate ballot style, instructions, envelope and other requirements exist.
- Manage mail ballot returns that includes sorting, counting, prepping, removing and securing all ballots and ballot envelopes.
- Manage review for ballots that are required to be rejected and process all required documentation and correspondence related to objected ballots.
- Prepare mail voting reports.
- Supervise fraud prevention communication and prepare and analyze report of all fraud prevention communication.
- Train and develop staff related to all facets of mail ballot processing.

#### **Minimum Qualifications**

- A Bachelor's Degree from an accredited College or University; AND two (2) years of experience in election administration; OR
- Possession of a High School Diploma or the General Education Development test certificate; AND seven (7) years of work experience in election administration.
- Five (5) years of full-time supervisory/management experience.
- Proficiency with Microsoft Word and Excel.

#### **Knowledge, Skills and Abilities**

- Ability to work with computers and Division specific software necessary to conduct the duties of the Position, including the ability to run reports.
- Ability to analyze data.

- Ability to formulate and draft reports.
- Clear and coherent communication skills including but not limited to training on business matters related to Early Voting and mail ballot processing.
- Strong project management skills.
- Ability to make independent, competent and objective decisions.
- Familiarity with mail processing equipment and process.
- Ability to work successfully under pressure and meet strict deadlines.
- Ability to supervise and evaluate staff, to delegate assignments and monitor progress, and to manage a diverse bargaining unit workforce.
- Knowledge of election process including basic understanding of working in accordance with statutory guidelines.
- Problem solving skills.
- Computer proficiency with industry standard software, including but not limited to, the Microsoft Office Suite of Programs.

#### **Physical Requirements**

- There are no specific physical requirements for this position

*Any offer of employer will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing. New employees must establish residency in Cook County within six (6) months from their date of hire or face summary discharge.*

*The duties list is not set forth for the purpose of limiting the assignment of work. They are not to construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.*