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Bureau Of Elections Technician

JOB CODE	JOB FAMILY	PROFILE
JCV206	**Elections**	**Bureau Of Elections Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**April 10, 2026**

The Bureau of Elections Technician, under general supervision, assists and supports the Clerk's office with elections and serves the public by performing a variety of bureau of election services and performs other duties and services, as assigned, related to the election process.

Job Description

DUTIES AND RESPONSIBILITIES

- Prepares voter registration applications for data entry into the statewide voter registration system.
- Verifies information, eligibility, and enters voter registration applications in a timely and accurate manner.
- Performs cash handling and reconciliation for payments received for service in accordance with pertinent policies and procedures.
- Receives telephone calls and walk-in inquiries requesting information or assistance regarding the voter registration process and application. Provides public, employees and other officials with general procedural information.
- Receives and responds to data requests related to voter registration information, political districts and election results.
- Performs recordkeeping, to include filing and retention for voter registration applications.
- Maintains voter files in an accurate and concise manner to include quality control on all data entry and filing activity.

- Picks up and distributes large volumes of mail. Processes outgoing mail in accordance with departmental standards and procedures.
- Assists with other election projects which include but are not limited to: candidate filing; ballot proofing; polling location setup; and canvassing of election returns.
- Performs assigned daily and monthly voter registration projects and maintain project reports.
- Performs other voter registration and elections related duties as assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3) years of progressively responsible office experience which includes working with the general public.
- Ability to interpret and apply New Mexico State Election law.
- Ability to distribute work assignments when applicable.
- Ability to communicate effectively in both oral and written English.
- Ability to interact professionally with the public, co-workers and other County employees.
- Skilled in computer use for word-processing, data entry and retrieval.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.

- Duties are performed on an even surface, which may be carpet or tile. Working surface is typically dry.
- Worker often works alone both with and without directions from supervisor or with a team of individuals.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine calculator, microfilm equipment and postal equipment.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to type correspondence and reports with proper format, punctuation, spelling and grammar.
- Must be able to use reason and judgment in performing duties and responsibilities.
- Must be able to organize and prioritize numerous tasks.

PHYSICAL FUNCTIONS

- Work involves standing and walking with opportunities to sit as needed typically being available throughout the workday.
- Must be able to bend at the waist and twist/rotate occasionally.
- Must be able to work with arms bent or extended away from body or overhead and be able to push/pull with arms as needed.
- Must be able to crouch and kneel occasionally.
- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform duties and responsibilities.
- Must be able to coordinate use of hands and eyes in operation of equipment such as telephone, typewriter and computer.
- Must be able to lift and carry large volumes of mail on a daily basis.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in

accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.