

Basic Function

The Ramsey County Elections office has a great opportunity for students interested in public service to learn about county government and administering elections. Ramsey County Elections is a non-partisan office that serves Saint Paul and surrounding Ramsey County suburbs.

General Description

The interns selected will perform a wide variety of duties and activities related to the administration of elections, under the guidance of designated staff. Internship is paid.

Normal business hours are 8:00 a.m. to 4:30 p.m., Monday-Friday. Full-time and part-time hours are possible. Some extended hours are periodically scheduled.

Examples of Work Performed

Typical duties will include:

- Processing and analyzing documents using the statewide voter registration system
- Investigating and resolving issues of simple to moderate complexity with incomplete or improper documents
- Accepting official documents and reviewing for completeness and legal compliance, issuing elections-related documents and other materials, and processing customer transactions
- Providing election-related information of simple to moderate complexity to the public by telephone, email, written correspondence and in-person
- Organizing and compiling materials needed for Election Day polling place activities
- Distributing precinct-specific Election Day equipment and materials to trucking company for delivery to precincts
- Testing voting systems, in accordance with state law, to verify accuracy
- Assisting with the return of Election Day materials, including verification, organization, resolving incomplete returns, and referral of moderate to complex problems to election administrators
- Supporting election judges on Election Day in carrying out Election Day functions and resolving problems

Persons selected for appointment will be expected to:

- Use a computer, with a basic knowledge of Microsoft Office
- Convey detailed information to the public accurately and courteously
- Demonstrate exceptional organizational skills and ability to prioritize multiple sometimes competing tasks without sacrificing quality of work
- Serve as a central resource of information and provide assistance to voters
- Work independently on simple assignments that require a high level of accuracy
- Follow instructions completely and accurately
- Provide nonpartisan, impartial and excellent customer service
- Meet daily deadlines required by state law
- Interact fairly, impartially and with a large diverse population
- Use problem solving techniques to complete daily work assignments

MINIMUM QUALIFICATIONS:

Education: Enrollment in a degree program at a post-secondary school. Ability to work 20 hours per week while attending school. Potential of 40 hours per week during summer/fall.

Citizenship: All applicants must be U.S. citizens and eligible to vote.

Training: Elections office at Plato Boulevard.

Schedule: To be determined, schedule can be flexible with specific days or work. A minimum of 20 hours per week with a potential to work 40 hours per week.

Compensation: \$19.06 per hour

The internship will run from approximately May 14, 2018 through December 31, 2018.

DESIRED QUALIFICATIONS: Experience working in an office environment is desirable. Experience working with data entry is desirable. Ability to speak Hmong, Karen, Somali, or Spanish is desirable.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES: None.

INTERNAL/EXTERNAL RELATIONS:

Interact with county staff, county departments and the public to provide services.

IMPACT ON SERVICES/OPERATIONS:

Impacts on the ability to carry out assignments and perform tasks in accordance with the terms of the student's internship. Proper performance results in the completion of work projects that benefit the department and provide the student with work experience that complements the student's educational pursuits. Improper performance may result in need to re-do work, having staff assist with completion or termination.

WORK ENVIRONMENT:

Assigned duties are performed in an office setting. Dress is business casual.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of American government
- Ability to communicate effectively
- Ability to establish and maintain effective working relationships
- Ability to apply knowledge received from formal education to work setting
- Ability to operate office equipment

Other: Employment as a Student Intern shall terminate upon graduation or upon failure to remain enrolled in school. Internship may last up to six months or longer while completing course work. Upon graduation and with the approval of the appointing authority, employment may continue for up to six months.

Equal Opportunity Employer. Ramsey County provides equal access to employment, programs and services without regard to race, color, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, marital status, sexual orientation or gender identity, and public assistance or national origin. The Department of Human Resources will not contact individual applicants unless there is a question regarding desirable qualifications.

Interested candidates should send cover letter and resume to:

christina.tvedten@co.ramsey.mn.us or fax 651-266-2177