



# EL PASO COUNTY OFFICE OF THE CLERK & RECORDER

## VOLUNTEER POSITION Election Technician Assistant

Learn about County government – develop office skills – observe professionals in action. Volunteering with the El Paso County Clerk & Recorder’s Office offers you a valuable experience and the opportunity to serve our citizens. Volunteer positions are available to citizens 18 years or older. High school seniors also are eligible to submit an application.

<b>Department</b>	Election Department		
<b>Office Location</b>	Centennial Hall	Monday-Thursday	8:00 a.m. – 5:00 p.m.
<b>Hours of Operation</b>		Staff Hours	7:00 a.m. – 5:30 p.m.

### Summary of Duties

The Election Department offers volunteers the opportunity to go behind the scenes of the entire election process. Duties for volunteers in Elections consist of assisting with the Election Judge Manual, including proofing the content and providing input on the general layout and readability of the document, as well as working on judge recruitment that may include giving Student Judge presentations in high schools prior to an election. A volunteer also may schedule visits to health care facilities at election time. Administrative duties include data entry, scanning documents and mail processing. Volunteers are given primary duties in the department. There also are secondary duties for which the volunteer will be responsible. Volunteers may be reassigned to other departments within the Clerk & Recorder’s Office.

### Requirements

- Volunteer must be 18 years or older. High school seniors are eligible to apply.
- A minimum of 4 hours per week, worked in one block of time.
- Proficiency in computer programs: Excel, Word, Outlook.
- Communication skills, both verbal and written format. Professional customer service.
- Must be a U.S. Citizen. Sworn as an agent of the Clerk & Recorder’s Office to discharge duties as conveyed by statute. Registered to vote in Colorado. Valid Colorado Driver’s License helpful but not required.
- A criminal background investigation is required and is subject to periodic review as per County and office policies. A Driver’s License check is required for those authorized to drive for the County. References must be provided with the application.
- Must adhere to ethical standards of conduct, including maintaining confidentiality of all records, personal information, correspondence, documentation, and other material.
- A volunteer has no guarantee of continued service with the County or the Clerk & Recorder’s Office. This office reserves the right to refuse placement of any individual as a volunteer. In the event an applicant is placed as a volunteer and there is a discovery of false or misleading information given in any of the application documents or interview, the volunteer’s service may be ended. Upon request, all materials provided and volunteer identification must be returned to the office.

**Benefits:**

- Learning about the election process and corresponding regulations.
- Experience in administration and business relations.
- Serving the citizens of El Paso County in varied facets.

**For information or to submit your application, please contact:**

Mary Lynn Black  
Administrative Specialist  
719-520-6215  
[marylynnblack@elpasoco.com](mailto:marylynnblack@elpasoco.com)

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