The Voter’s Choice Act is coming!

*El acta de opción del elector está aquí!*
Napa County is one of 5 pilot counties that will be 100% Vote-By-Mail for the June 5, 2018 Primary Election. There will be 8 Vote Centers and 7 Drop Boxes located throughout Napa County.

El condado de Napa es uno de los 5 condados piloto que votarán 100% por correo en la Elección Primaria del 5 de junio de 2018. Habrán 7 buzones para devolver su balota a través de todo el Condado de Napa.
The California Voter’s Choice Act

Vote Centers/Centros de Votación

3 Vote Centers open 10 days before Election Day
3 Centros de Votación abiertos 10 días antes del día de la elección
Weekends 8:30am-4:30pm, weekdays 8am-5pm, 7am-8pm on Election Day
8:30am-4:30pm fines de semana, Lunes-Viernes 8am-5pm, 7am-8pm el día de la elección

- Napa County Election Division, 1127 1st St Ste E, Napa
- Holiday Inn Express & Suites, 5001 Main St., American Canyon
- Napa Valley College - Upper Valley Campus, 1088 College Ave, St. Helena

6 additional Vote Centers open 3 days before Election Day
6 Centros de Votación adicionales abiertos 3 días antes de cada elección
8:30am-4:30pm Saturday and Sunday, Monday 8am-5pm, 7am-8pm on Election Day
8:30am-4:30pm Sabado y Domingo, Lunes 8am-5pm, 7am-8pm el día de la elección

- American Canyon Library, 300 Crawford Way, American Canyon
- CrossWalk Community Church, 2590 1st St, Napa
- Yountville Veterans Home, 260 California Blvd, Yountville
- Calistoga Fire House, 1113 Washington St, Calistoga
- Angwin Fire House, 275 College Ave, Angwin
The California Voter’s Choice Act

Ballot Drop Boxes/Buzones de Devolución Para Balotas
7 exterior drop boxes open 24 hours a day, 28 days before the election. All drop boxes close at 8pm Election Day. All locations will be near a bus stop and facing the sidewalk.

7 buzones exteriores para devolver balotas 24 horas al día, 28 días antes de la elección. Todos los buzones cierran a las 8pm el día de la elección. Todas las ubicaciones estarán en la acera cerca de la estación de buses.

Tentative locations, subject to change–Ubicaciones tentativas, sujetas a cambio
• American Canyon – City Hall
• Napa - 2nd Street Garage (alley behind Carithers building) drive thru
• Napa – Soscol Ave, south of Soscol Plaza across from WalMart
• Yountville – next to the bus stop by Ranch Market Too
• St. Helena – Near Safeway
• Calistoga – Fair Way next to CalMart
• Angwin – College Market
The California Voter’s Choice Act

Ballot Drop Boxes / Buzones de Devolución Para Balotas
Vote Centers

Each Vote Center must:
Permit voters to return a ballot, request a replacement ballot, register or update voter registration and vote.
Be accessible and have 3 ADA voting machines.

Centros de Votación

Cada Centro de votación debe:
Permitir que los electores devuelvan una balota, soliciten una balota de reemplazo, se registren o actualicen su registro de votantes y voten.
Ser accesible y tener 3 equipos de votación ADA.
Vote Center Layout

- **Voting Booths** (voters using paper ballot)
- **Vote Center Ballot Box**
- **Mobile Ballot Printer**
- **ICX/Ballot Printer Clerk**
- **ICX/Ballot Box**
- **CVR Registration Clerk**
- **CVR Ballot Box**
- **Reference materials**
- **Ballot Issue Clerk**
- **Registered to Vote/need replacement ballot**
- **Not Registered to vote/need to update registration**
- **Voter Look Up**
- **Voter Check In**
- **Online Registration Kiosk**
- **VBM Ballot Box**

**Voters using paper ballot:**
- **Voter Check In**
- **VBM Ballot Box**
- **Voter Look Up**
- **ICX/Ballot Box**
- **ICX/Ballot Printer Clerk**
- **CVR Registration Clerk**
- **CVR Ballot Box**
- **Reference materials**

**Not Registered to vote/need to update registration:**
- **Online Registration Kiosk**
- **CVR Registration Clerk**
- **CVR Ballot Box**
- **Reference materials**

**Registered to Vote/need replacement ballot:**
- **Online Registration Kiosk**
- **CVR Registration Clerk**
- **CVR Ballot Box**
- **Reference materials**
The California Voter’s Choice Act

Proposed Mailer

The Voter’s Choice Act is here
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All Napa County voters will receive their ballot in the mail in 2018
Todas las elecciones en el Condado de Napa recibirán sus papeles por correo en 2018

3 ways to return your ballot
Tres formas para devolver su balota

What is a Vote Center?
Qué es un centro de votación?

Register and Vote the Same Day
Regístrate y vota el mismo día

Vote and Return Your Ballot at any time up until 8pm Election Day
Vota y devuelve tu balota en cualquier momento hasta las 8 pm de Dia de la elección

Countdown Calendar to Election Day
Calendario de cuenta atrás al Dia de las Elecciones

Electors must mail ballots to all voters
El acta de opción del elector está aquí

Find out more
Compruebe más

las elecciones en el Condado de Napa

Electors may vote at any time up until 8pm Election Day
El acta de opción del elector está aquí
The California Voter’s Choice Act

Recruitment Brochure

Napa County Election Division

Job Opportunities

The Napa County Election Division is looking for Vote Center Leads and Vote Center Clerks to work 3 weeks in May-June and 3 weeks in October-November of even numbered years at our eight Vote Centers throughout the county. Vote Center staff are encouraged to work both elections.

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community’s values: Respect, Accountability, Dedication, Integrity and Innovation.

Vote Center Lead

Salary Range
$16.40 - $33.60

Position Summary
Provide leadership and management guidance to assigned team of qualified, non-exempt employees who provide workflow guidance, orientation and training. Direct and coordinate the workload of the team. Provide feedback and corrective action to team members as necessary. Coordinate with other job classifications as needed to ensure overall smooth operations.

Duties and Responsibilities
- Supervise and manage assigned team of qualified, non-exempt employees to ensure successful completion of various tasks.
- Provide ongoing feedback and corrective action to team members as needed.
- Coordinate with other job classifications as needed to ensure overall smooth operations.
- Meet with assigned team members on a regular basis to ensure clear communication and understanding of expectations.

Qualifications
- High school diploma or equivalent.
- 3 years of experience in a similar role.
- Strong leadership and management skills.
- Excellent communication and interpersonal skills.

Experience and Education
Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualified. A current California Driver’s License is required.

License or Certificate
- None

Current positions assigned in this class may require possession of a valid California Driver’s License.
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Recruitment Brochure

Vote Center Clerk

Salary Range: $15.08 - $17.77

DISTINGUISHING CHARACTERISTICS

Individuals hired into this class are extra-lay, intermittent employees and perform assigned tasks on an as-needed basis prior to, during, and immediately following an election. The Vote Center Clerk performs duties involving preparation of materials for elections, usually during paid work periods. Dutes are performed under close supervision.

EXAMPLE OF DUTIES

• Issue Vote by Mail ballots and Conditional Vote Ballots to the public at various Vote Center locations.
• Enter tallies of registrations into the EEMS system.
• Prepare Vote by Mail applications and conditional vote applications in the computer system.
• Prepare ballots at the end of day and compile tallies of registrations to be returned to election office.
• Make changes to electronic materials on Election Division on Election Day.
• Prepare, assemble, and distribute publications,Hvicons, sample ballots, and other printed materials related to elections.
• Prepare supplies for storage following an election, including the breakdown of computer equipment.
• Answer questions and provide general information to the public by telephone and in person.
• Operate standard office equipment including personal computers.
• Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
• Modern office practices, procedures, and equipment, including computer terminals.
• Office supply systems, work in apartments and rooms.
• Principles and practices of customer service and proper phone etiquette.
• Basic mathematics skills.
• Correct English usage, including spelling, punctuation and punctuation.

Ability To:
• Work long hours and weekends.
• Follow oral and written instructions.
• Understand and apply laws, rules, policies and procedures related to elections.
• Read and decipher ballots;
• Prepare a wide variety of election materials, and operate computers; establish and maintain effective working relationships with other employees and the general public.
• Make basic arithmetic calculations.
• Operate office equipment including computers and supporting software applications.
• Lift and pick up electronic material and supplies.
• Must meet the essential functions of the job.
• Understand security and confidentiality of election information.
• Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A special way to obtain the knowledge, skill, and abilities would be:

Experience
• Some work in voluntary experience including public contact which provides for the required competency in the required knowledge and skills.

Education:
• High school diploma or GED preferred.

LICENSE OR CERTIFICATE

Certain positions assigned to this class may require possession of a valid California Driver’s license.

Important Information

Vote Center Clerks and Vote Center Leads will be employed weekdays from mid-May through early June and/or from mid-October through early November of even numbered years with overtime on certain weekends and Election Day.

There will be 8 Vote Centers located throughout the county, at least one in each municipality; Angwin, Calistoga, St. Helena, Yountville, Napa, and American Canyon. Each Vote Center will be staffed with two Vote Center Leads and at least 5 Vote Center Clerks. The Election Division and American Canyon Vote Centers will be open for 10 days prior to the election. Vote Center staff may be assigned to various vote centers at different times during each election cycle.

Each Vote Center will require at least one bilingual staff member fluent in Spanish. American Canyon, Calistoga, and Napa Vote Centers will require at least one bilingual staff member fluent in Tagalog. Bilingual persons are encouraged to apply.

Dates of Employment

The dates of employment will be May 14, 2018 through June 8, 2018 and/or October 15, 2018 through November 6, 2018.

How to Apply

The Vote Center Lead and the Vote Center Clerk positions are posted on the Napa County website, www.mysmarvoters.org/715/Napa-County-Clerks. Click APPLY for either position.
Election Administration Plan
available at
www.countyofnapa.org/Elections

Plan de Administración Electoral
dispponible en
www.countyofnapa.org/Elections