Salary: $40,060.80 - $62,129.60 annually

Opening Date: September 25, 2013

Works in the Office of the Judge of Probate to assist in coordinating federal, state and county elections in Jefferson County, Alabama. There are 400,000 registered voters in our county.

The essential functions include the appointment and training of poll workers; supervising the financial management of the elections process; preparing for elections and coordinating activities with the Circuit Court Clerk (absentee Election Manager), the sheriff, and other county election personnel; keeping updated on state and federal election laws; communication with the Office of the Alabama Secretary of State and with the party chairs in Jefferson County; insuring that all state and federal election laws are followed; handling all post-election responsibilities; performing public relations functions relating to the election process for civic groups and schools; and performing other activities and projects as directed by the Probate Judge.

For more information and to apply, please visit
https://www.pbjcaljobs.org/postings/54381