Cleveland County is more than just a next step, it is a place that you can call home. Welcome to Cleveland County, North Carolina, home of Earl Scruggs, livermush and your 97,000 new neighbors. What makes Cleveland County special? For starters, it’s located within an hour’s drive from Charlotte, Asheville, and Greenville, South Carolina. Cleveland County maintains its charming rural community feel while never being too far away from major cities.

Cleveland County has seen an economic resurgence over the last ten years. Since 2008, over 75 companies have either relocated or expanded their operations in Cleveland County, accounting for 4,000 new jobs. Couple this with the low cost of living and Cleveland County has created an even more welcoming atmosphere for new employees and their families. This is where you come in. We don’t want to keep Cleveland County a secret, we want you to be a part of what’s happening here.
Enjoy the surroundings

**Housing**

Enjoy diverse housing options across the entire county. Whether you seek a rural oasis, or a hopping downtown lifestyle, Cleveland County has something for you. With the county seat, Shelby NC, ranked 4th best micropolitan area in the country by site selection magazine, industries and residents alike recognize the abundant amenities for enjoyment, including vibrant downtowns with shopping, dining, entertainment, and nightlife options, and short commuting times. With the local housing cost 49% less than the national average, stretch your dollar and maximize your quality of life.

**Community**

With three distinct larger communities, and a variety of smaller municipalities, there is always something to do in Cleveland County. Enjoy both indoor and outdoor attractions, historical experiences, and amenities for the whole family. If you want to get outdoors, take a ride on the carousel found at Shelby City Park. You could also take a hike at Crowder’s Mountain state park, or take the boat out on Moss Lake. Looking for fun for the whole family? Enjoy plenty of local parks and playgrounds, or the splash pad in Kings Mountain.

**Entertainment**

Is going out on the town more your style? Cleveland County is host to events and festivals year round. Home to the American Legion World Series, take a trip to witness baseball history as teams from across the county compete annually for the national title. Enjoy the state recognized Mush, Music, Mutts, liver mush festival, or spend the day at the largest county fair in North Carolina. When the weather gets cold, spend the evening at one of the many live concerts held in Uptown Shelby at the Don Gibson Theater.
Cleveland County feels that culture is the most important part of any job. That is why we embody our five core values, found in Cleveland STRONG: Service, Teamwork, Respect, Opportunity, Networking, and Getting Healthy. County employees enjoy living these out through training opportunities, collaborative culture, and a positive work environment. Take a look at the more tangible benefits we offer below.

**Fun**
- Vacation Leave
- Petty Leave
- Holiday Pay
- Comp Hours

**Finances**
- Local Government Retirement Plan
- Free life insurance provided after 1 year of service ($50,000)
- 5% employer 401-k/457 retirement plan contribution

**Fitness**
- Reduced Price YMCA Membership
  - Individual membership is $13.50 per month
  - Family membership is $28 per month
- High Deductible Health Plan
  - Zero employee premium contribution for individual coverage
  - Up to $1,100 employer health savings contribution (based on eligibility)
  - Annual eye exam included
- Direct Dental Reimbursement Plan
  - Zero employee premium contribution for individual coverage
  - Up to $830 reimbursement per covered dependent
  - Health savings dollars can be used for dental claims
- Employee Wellness Center and Pharmacy
  - Acute and preventive care services available
  - $5 per visit for employee and covered dependents
  - Free or reduced price prescriptions
  - Personal time is waived for visits
- Sick Leave
Enjoy each day

Success is a two way street. We will invest in you, if you invest in us. We are looking for a highly motivated candidate, with excellent written and verbal communication skills and a can do attitude. Other must haves: superb leadership, administration, and planning skills. Ability to plan elections, including training staff, volunteers, and judges. Work also includes establishing procedures for voter and candidate registration, recording of minutes, and drafting departmental budgets.

Essential Functions

Prepare and organize annual elections for 15 municipalities and additional agencies, including primaries, town elections, and general elections

Receives, compiles, and submits election results to media and State Board of Elections on election night

Assists candidates with registration and ensures eligibility

Maintains current voter files, computer systems, and voting equipment

Coordinates Board meetings, prepares minutes and agenda of meetings, and informs the Board of Elections of changes in NC procedures and laws

Submits all State required reports

Selects, empowers, and evaluates departmental personnel

Develops and implements procedures to safeguard citizens’ data

Acts without partiality towards candidates and individuals with different political backgrounds

Processes filing fees and coordinates swearing in of new candidates

Enjoys giving and receiving extensive feedback and input to improve organizational culture

Demonstrates concern for employees and citizens

Provides efficient and prompt assistance to citizen requests

Qualifications

Graduation form college, and demonstrated success in the public sector, including at least 2 years of professional experience in a position related discipline. Excellent benefits, Hiring range $55,932-$72,708. Must obtain state certification.

Apply Online at: www.clevelandcounty.com/jobs