



CARTERET COUNTY GOVERNMENT
invites applications for the position of:

Deputy Elections Director

SALARY: \$17.90 - \$27.75 Hourly
\$37,238.42 - \$57,719.55 Annually

OPENING DATE: 06/06/18

CLOSING DATE: 06/19/18 11:59 PM

GENERAL DESCRIPTION:

Performs intermediate, technical and administrative work assisting with planning, directing, coordinating and supervising the elections process, ensuring that all voter and election records and files are prepared and maintained in a legal manner.

An employee in this class serves as deputy to the Elections Director and is responsible for preparing for elections, assisting with the maintenance of the voter registration data base, assisting in training staff and precinct officials, and in assisting candidates with filing and providing information to them throughout the election cycle. Work requires that the employee exercise sound judgment in working with the public and providing them with the proper information. Work is performed under the regular supervision of the Elections Director and is evaluated through periodic conferences, observation, and review of and work generated.

DUTIES AND RESPONSIBILITIES:

- Assists the Director in preparing for elections, precinct packets, preparation of ballots, and training of precinct officials.
- Manages and operates the SEIMS (State Election Information System) for registration; receives voter registration applications and enters them into the computer; registers qualified voters according to the General Statutes of North Carolina election laws; scans and files applications.
- Assists with the set-up of elections, contests and candidates in SEIMS in preparation for candidate filing; determines seats that are up to go on the ballot; sets-up ballots for the election.
- Prepares candidate filing packets and assist candidates in completing their filing forms; notifies candidates of which reports they are required to file and when they are due; tracks reports that are due and that have been filed; audits completed reports and filed reports; sends discrepancy notices to candidates and State Board of Elections.
- Manages filing systems and data bases for active, inactive and cancelled voters; maintains master file on convicted felons; coordinates update of records with Clerk of Court.
- Administers the issuance of absentee ballot applications; prepares and mails absentee ballots and materials; maintains the absentee ballot register in SEIMS;

maintains absentee applications file.

- Assists in the preparation of precinct elections officials training materials; trains the public and precinct officials in the use of voting equipment, election laws, rules and regulations.
- Assists Director with implementing changes in policies and procedures from the state Board of Elections.
- Receives notices of candidacy for elective County offices; accepts and maintains filling fees of candidates for all elections held under jurisdiction of the County Board.
- Assist in the verification and processing of provisional ballots for canvassing votes; assist in processing provisional voters and ballots.
- Maintains County Board of Election website; ensures that information is accurate and current.
- Serves as Interim Elections Director as needed.

Additional Job Duties

- Performs related duties as required.
- Must be able to work occasional evening and weekend hours, specifically during election cycle.

KNOWLEDGES, SKILLS AND ABILITIES:

- Comprehensive knowledge of federal, state and local citizenship and voting registration laws and regulations.
- Comprehensive knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records.
- Thorough knowledge of standard office practices, procedures and equipment.
- Ability to solve problems within scope of responsibility.
- Ability to plan, train and supervise the work of others.
- Ability to establish and maintain effective working relationships with the Board of Elections, County officials, media, associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from a two-year college with a degree in business or related field and three years of election experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Obtain N.C. Notary Public Certification within six months of employment.

Obtain Campaign Treasurer's Compliance Certification within six months of employment.

Complete Precinct Official's Certification Course within one year of employment.

Obtain N.C. Election Administrator Certification within three years of employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.carteretcountync.gov>

Position #1225
DEPUTY ELECTIONS DIRECTOR
JL

302 Courthouse Square, Suite 215
Beaufort, NC 28516
252-728-8405
252-728-8401

hr@carteretcountygov.org

Deputy Elections Director Supplemental Questionnaire

* 1. Do you have an Associate's Degree or higher education?

Yes No

* 2. Are you currently certified as a NC Election Administrator?

Yes No

* 3. Indicate your years of elections experience:

No experience

Less than 3 years of experience

More than 3 years of experience

4. If you have elections experience, please indicate where and what position you held during that experience.

* Required Question