STATE OF NORTH CAROLINA
invites applications for the position of:

Election Program Specialist (Candidacy and Canvass)

JOB CLASS TITLE: Elections Specialist II

POSITION NUMBER: 65005665

DEPARTMENT: State Board of Elections

DIVISION/SECTION: Elections Administration

SALARY RANGE: $46,203.00 - $78,218.00 Annually

RECRUITMENT RANGE: $46,203-$59,240

SALARY GRADE / SALARY GRADE EQUIVALENT: GN12

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 04/24/20

CLOSING DATE: 05/08/20 5:00 PM Eastern Time

DESCRIPTION OF WORK:
Max Salary: $59,240

PRIMARY PURPOSE OF THE ORGANIZATIONAL UNIT:
The State Board of Elections oversees the enforcement of federal and state laws, rules and procedures governing the conduct of elections, voter registration, and campaign finance activities in North Carolina. The Election Administration unit develops and manages processes, procedures, and policies for the conduct of elections by the State Board of Elections and county boards of elections. Specific programs include voter registration, absentee voting, in-person voting, provisional voting, candidate filing, petitions, and other areas or special programs specific to election administration.

PRIMARY PURPOSE OF THE POSITION:
The Candidate and Canvass Program Specialist has extensive knowledge of election administration and performs detailed planning and preparation for candidate filing, pre-election processes, post-election processes, and canvass in all 100 North Carolina counties and the State Board of Elections in compliance with General Statute 163. Performs work in assuring that candidate filing is successful in all 100 counties and the State Board of Elections, coordinating pre-elections tasks with the Voting Systems Division such as ballot proofing and election setup,
coordinating post-election tasks such as the audits and surveys, and that the canvass process is properly conducted with the cooperation of all North Carolina county boards of elections and the State Board of Elections canvass. This position will work closely with agency legal counsel, Voting Systems section, IT division, Campaign Finance division, and other SBE and CBE stakeholders to review election law and make necessary recommendations in election processes, procedures, and information systems pertaining to candidate filing, candidate petitions, candidacy challenges, election protests, pre-election procedures, post-election procedures, and the canvass period. Collaborates with Communications division to develop and maintain web content and other public documents pertaining to these areas and the Judicial Voter Guide to North Carolina households.

Work involves providing guidance to those in the SEIMS infrastructure work group as well as the SEIMS helpdesk in questions involving candidate filing and the candidate filing process. Responsibilities include working with the IT infrastructure team and Helpdesk in supporting counties with preparation for Canvass. Responsibilities will also include directing a program assistant and other staff to carry out program standards and objectives.

DESCRIPTION OF WORK:

- Develops and reviews procedures, instructions, forms, and program materials for candidate and canvass processes. Work may be in collaboration with agency legal counsel, Voting Systems section, IT division, Campaign Finance division, and other SBE and CBE stakeholders to provide policy and procedural recommendations.
- Guides counties in implementation, administration, and compliance of candidate, canvass, and other pre-election and post-election processes, laws, and regulations. Includes assisting SBE helpdesk in providing guidance and troubleshooting. Work includes coordinating with other agency staff to administer candidate filing, election auditing, and completion of canvass. May also include working with other agencies, such as the North Carolina Secretary of State, Clerks of Court, and North Carolina Archives to ensure all elections are certified and archived properly.
- Work with Communications division to develop and maintain web content and other public documents related to candidate and canvass processes and procedures; assist with Judicial Voter Guide to North Carolina households.
- Supervise and work with program assistant and direct agency staff to carry out program standards and objectives.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- Thorough knowledge of North Carolina election law, rules, and directives as it pertains to candidacy, candidate filing, and candidate certification procedures; pre-election and post-election procedures.
- Thorough knowledge of federal, state and local governmental structures; federal election law, acts, and programs related to the program area.
- Considerable understanding of candidacy filing module in SEIMS software and other related technology.
- Ability to interpret, apply, and communicate statutory regulations of the program area.
- Ability to analyze, interpret, recommend, and implement policy and procedural guidelines.
- Ability to instruct and explain standards and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to recognize eligibility problems in applicable candidate filing and canvass processes.
- Ability to provide assistance to legal and management in communicating with candidates.
- Ability to provide supervision of program assistant, as well as directing other agency staff during candidate filing or other program needs.
• Ability to work independently, use sound judgment in making decisions, and be an effective team member.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:
Bachelor's degree, preferably with an emphasis in public policy, political science, business administration or closely related area from an appropriately accredited institution, and four years of administrative and/or technical experience in a public program as it relates to the area of assignment; or Associate's degree in business administration or closely related area from an appropriately accredited institution, and six years of administrative and/or technical experience in a public program as it relates to the area of assignment; or High school or General Educational Development (GED) diploma and eight years of progressive administrative and/or technical experience in a public program as it relates to the area of assignment; or an equivalent combination of education and experience.

SUPPLEMENTAL AND CONTACT INFORMATION:
All applicants must complete and submit a State application for employment using the NEOGOV Online Job Application System (http://www.oshr.nc.gov/jobs/) for the State of North Carolina. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resumes on application form) WILL NOT be used for screening for qualifying credit. Please make sure you complete the application in full. "See Resume" or "See Attachment" will NOT be accepted. Other attachments (except a DD-214 copy) will also be accepted, but not used in screening for qualifying credit. Applicants are required to scan and attach a copy of their DD-214 (Form 4 or Certificate of Release or Discharge from Active Duty) or discharge orders if they wish to obtain Veteran's preference. Applicants may be subject to a criminal background check.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click "Application Status". It is not necessary to contact the Human Resources Office to check the status of an application. If you are having technical issues submitting your application, please call the NEOGOV Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Elections and Ethics Human Resources Office.

CONTACT INFORMATION
NC Board of Elections
Human Resources Management Office
430 N. Salisbury Street
Raleigh, NC 27603
Phone: 919-814-0700

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.oshr.nc.gov/jobs/index.html

NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government

nreply@nc.gov

Election Program Specialist (Candidacy and Canvass) Supplemental Questionnaire
1. Do you have experience working in North Carolina Elections Administration?
   - Yes
   - No

2. How would you describe your knowledge of election law, rules, and regulations as it pertains to candidacy, candidate filing and/or candidate certification procedures?
   - None
   - Novice
   - Intermediate
   - Advanced

* Required Question