STATE OF NORTH CAROLINA
invites applications for the position of:

Election Program Specialist (In-Person Voting)

**JOB CLASS TITLE:** Elections Specialist II

**POSITION NUMBER:** 60088228

**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 In-Person Voting Program Specialist has extensive knowledge of election administration and performs detailed planning and preparation for conducting in-person person in all 100 North Carolina counties in compliance with General Statute 163. In-person voting includes one-stop early voting and Election Day for all primaries, second primaries, recounts, special elections, and general elections. In-person voting programs include but are not limited to voting inside the polling place, curbside voting, provisional voting, precinct officials, and electioneering. This
position will work closely with agency legal counsel, Project Management section, Training & Outreach section, and other SBE and CBE stakeholders to review election law and make necessary recommendations in election processes, procedures, and information systems pertaining to in-person voting. Collaborates with Communications Division to develop and maintain web content and other public documents pertaining to in-person voting. This position provides in-person administration assistance, which includes statute and process clarification and materials creation and review. The work involves keeping informed of all laws, rules and regulations in North Carolina that apply to in-person voting, communicating this to the county boards of elections, and providing the necessary materials and supervision needed to conduct successful elections in North Carolina. Responsibilities will also include directing a program assistant, as well as a small group of seasonal temporary employees to carry out program standards and objectives. The employee will work with all federal, state and local agencies to assure all standards are met and in-person voting reports and surveys are completed.

Description of Work:

- Develops and reviews procedures, instructions, forms, and program materials for in-person voting. Work may be in collaboration with agency legal counsel, Project Management section, Training & Outreach section, and other SBE and CBE stakeholders to provide policy and procedural recommendations.
- Guides counties in implementation, administration, and compliance of in-person voting procedures, laws, and regulations for one-stop early voting and Election Day. Includes assisting SBE helpdesk in providing guidance and troubleshooting.
- Work with Communications Division to develop and maintain web content and other public documents related to in-person voting.
- Supervise and work with program assistant and seasonal temporary workers to carry out program standards and objectives.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- Thorough knowledge of North Carolina election law as it pertains to in-person voting processes and procedures.
- Thorough knowledge of North Carolina election law, rules, and directives and federal election laws, acts, and programs.
- Considerable understanding of SEIMS, one-stop and Election Day check-in applications, 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 provide supervision to program assistant, as well as a small, seasonal staff of temporary assistants.
- 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

Election Program Specialist (In-Person Voting) 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 in-person voting?
   □ None
   □ Novice
   □ Intermediate
   □ Advanced

* Required Question