LUZERNE COUNTY
invites applications for the position of:

Deputy Director of Elections

<table>
<thead>
<tr>
<th>SALARY:</th>
<th>$42,000.00 Annually</th>
</tr>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Bureau of Elections</td>
</tr>
<tr>
<td>OPENING DATE:</td>
<td>02/01/22</td>
</tr>
<tr>
<td>CLOSING DATE:</td>
<td>02/15/22 12:00 AM</td>
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</tbody>
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DESCRIPTION:

The Deputy Director of the Bureau of Elections & Registrations is an exempt management position reporting to the Director of the Bureau of Elections, serving under the County Manager, and cooperating with the Luzerne County Board of Elections. Under general supervision, the Deputy Director performs a variety of functions critical to the Luzerne County Bureau of Elections, Voter Registration Division, including registering voters, processing voter registration, election and legal documents; performing technical and general assignments maintaining the voter registration and elections databases and related software evaluating voter registration and election data and information; and generating lists and reports as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the position’s major duties and responsibilities.

- Relieves supervisor or other department staff of voter registration/election services functions; utilizes independent judgment and initiative.
- Maintains and updates voter registration and election databases, operates voter registration and election application software; compiles administrative data for special reports, forms and periodic reviews.
- Issues and/or receives reviews, verifies and retains voter registration, election, political reform and other legal documents. Determines appropriate actions to be initiated based upon the content of the documents and applicable laws and regulations.
- Performs voter registration activities including preparing notices, processing, scanning and applying affidavits of registration; maintaining precinct boundaries, maps and precinct guides reflecting current city, district and legislative boundaries.
- Performs election activities including preparing, assembling and distributing publications, notices, sample and official ballots, precinct supplies/equipment and other printed materials related to elections within the county.
- Assists with establishment and consolidation of precincts; recruitment, processing and training of precinct officers; locating, surveying and selecting polling places.
- Processes absentee voting applications; issuance and processing of absentee voter official ballots.
- Assists in programming, testing and certification of election equipment; ballot tabulation; conducting official canvass and certification of the election results and any recounts.
- Interprets, applies, and explains election laws, policies and procedures within scope of the position’s authority.
Prepares correspondence and supporting documentation relating to election activities. Responds to public inquiries, and refers to appropriate staff member as needed; explains the application of statutes and regulations.

Builds and maintains positive working relationships with co-workers, other county employees, and the public using principles of good customer service. Contributes to a positive work environment.

May assist the Director of Elections' with duties to meet workload demands.

Required to work extended and/or flexible hours as needed during peak election periods and as assigned by the Director of Elections.

Assists the Director in maintaining up to date information on the Election Bureau Website.

General knowledge and use of Kronos Timekeeping Manager and New World accounting and budget system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Preferred knowledge of elections and voter registration procedures and practices.
- Preferred knowledge of applicable sections of federal, state, and county statutes, rules, ordinances, codes and regulations pertaining to voter registration and election activities. Must be able to speak and understand the English language in a professional manner in order to carry out the position's essential functions.
- Knowledge of County and Department policies and procedures.
- Must possess good communication and interpersonal skills.
- Must be able to function independently, to be flexible and to work effectively with clients, co-workers and others.
- Must be able to maintain confidentiality with regard to voter information and records.
- Must possess the technical knowledge to operate personal computers and other office equipment with accuracy and reasonable speed.
- Must know modern office practices and procedures and be able to perform same in an efficient manner.
- Must be mentally alert, have clerical and numerical aptitudes, a general knowledge of business, English grammar, and be able to perform these skills with accuracy and within reasonable speed.
- Skill in planning and implementing policies and procedures while assuring compliance with department and division goals and objectives.
- Skill in reading, understanding, interpreting and applying relevant Federal, State, County, Municipal, School and Special District statutes, rules, ordinances, codes and regulations.
- Must be able to work independently assessing and prioritizing multiple tasks, projects and assignments.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Must be able to meet and interact effectively with co-workers and general public, and to respond accurately to routine questions/inquiries regarding department operations and procedures.
- Must be able to operate a personal computer at an advance level utilizing a variety of business software.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Must be able to satisfactorily complete Criminal History Record checks and Child Abuse Clearances.
- 3-5 years working experience in a legal or governmental or political experience office environment, OR any equivalent combinations of experience and/or training.
APPLICATIONS MAY BE FILED ONLINE AT:
http://www.luzernecounty.org

Penn Place Building, Suite 225
20 N. Pennsylvania Avenue
Wilkes-Barre, PA 18702
570-826-8801

Position #01115
DEPUTY DIRECTOR OF ELECTIONS
NC