STANLY COUNTY
Invites applications for the position of:

ELECTIONS SPECIALIST

SALARY: Depends on Qualifications

OPENING DATE: 12/06/22

CLOSING DATE: 12/27/22 11:59 PM

JOB DESCRIPTION:

This position provides customer service to the Stanly County residence by telephone and in person; and issue forms, applications and inform customers of online resources. Duties include responding to and resolving customer inquiries through research; processing voter registration applications, cancellations and absentee ballot requests; keying updates provided on federal and state forms; assisting staff in daily office procedures and providing accurate information to the public; processing, sorting and date stamping mail; and collaborating with team members to gain knowledge of work processes. Work may include other duties and responsibilities assigned.

EXAMPLES OF JOB DUTIES:

Registering voters; assisting with early voting, maintenance and troubleshooting of elections equipment and software, clerical duties, and support in the elections office and on Election Day; preparing and maintaining voter records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Prepares, maintains, updates, and verifies accuracy of voter registration records.
- Answers incoming calls, assists walk-in customers, and responds to voter inquiries.
- Works with staff and precinct officials in setting-up, preparing, and operating computers during one-stop voting and Election Day voting.
- Assists with testing, calibrating, and maintaining voting equipment and maintaining records and logs.
- Assists with handling routine user problems related to hardware and software, refers more complex problems to Elections Technician or ITS vendors.
- Assists in processing absentee ballot requests.
- Records and maintains voter registration statistics; submits related reports.
- Assists in preparing booths for elections ensuring booths are functioning properly; repairing machine malfunctions; and maintaining inventory of spare parts.
- Prepare and distribute election equipment and supplies for each precinct.
- Prepare schedule for delivery and pickup of equipment for each precinct.
- Prepares supplies for precincts, including ballots and registered voters list.
- Assists in the recruitment of poll workers.
- Assists in preparing training seminar notifications.
- Enters precinct workers payroll information into the computer.
- Assists in the preparation of newsletters and public information brochures.
- Performs related tasks as required.
KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of North Carolina General Statutes and Board of Election guidelines governing elections. Knowledge of office procedures and equipment; ability to use proper telephone etiquette. Working knowledge of office practices and procedures; arithmetic, grammar, spelling, and vocabulary; and other computer applications used in the assigned office. Ability to understand and follow complex oral and written directions; deal effectively with the public; and use personal computer. Skill in the operation of a computer, scanner, copier, fax machine, or other office equipment. Ability to process data, information, and other information required by the program and office. Ability to communicate effectively in person and by telephone. Ability to be tactful and courteous. Ability to establish and maintain effective working relationships with the general public and other employees.

QUALIFICATIONS:

Graduation from high school or GED and one year of office or records processing experience; or an equivalent combination of education and experience. Management prefers employees to have and maintain a valid North Carolina driver’s license with an acceptable driving record.

APPLICATIONS MAY BE FILED ONLINE AT:
www.governmentjobs.com/careers/stanlycounty

Questions?
Contact Stanly County Board of Elections
704-986-3647
elections@stanlycountync.gov