FORSYTH COUNTY (NC) invites applications for the position of:

Department Training Specialist

SALARY: $15.29 - $17.59 Hourly  
$31,812.31 - $36,584.16 Annually

OPENING DATE: 06/16/22

CLOSING DATE: 06/26/22 11:59 PM

LOCATION: Government Center, 201 N. Chestnut Street, Winston-Salem

DEPARTMENT: Board of Elections

GENERAL STATEMENT OF DUTIES:

Forsyth County’s Board of Elections has an opening for a Department Training Specialist. This position is responsible for the recruiting, coordinating and training of Election Day precinct officials on the policies, procedures and NC State law regarding the administering of fair, honest, and accurate elections within the polling places on election day and during early voting. The Department Training Specialist will also recruit and train all temporary One-Stop Early Voting staff. This position will be responsible for developing all instruction manuals and materials. Must be a team player with the joint goal of providing the voters of Forsyth County with fair, accurate and cost effective elections.

This is a great opportunity for someone with elections experience and/or training background, in administering elections in a major jurisdiction and to be a part of an organization that promotes innovation and modernizing elections administration.

Some evening and weekend work will be required.

DISTINGUISHING FEATURES:

A successful candidate should have the following knowledge, skills and abilities:

Considerable knowledge of appropriate word processing and office support systems.

Considerable knowledge of the use, application and operation of personal computer hardware and software.

Ability to develop and effectively present course training materials to meet the needs of various skill levels of users.

Ability to analyze and research problems on computers and computer software.

Ability to supervise a small work group.
Ability to communicate effectively orally and in writing.

Ability to maintain effective working relationships with other employees.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school and two years of experience using computer systems and information technology or

A four-year degree and one year of experience using computer systems and information technology.

A valid drivers license is required.

Prefer prior experience in training others and writing training manuals.

A higher education level may be considered as a substitution for all or part of the experience requirement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include but are not limited to:
Works with State Board of Elections on training staff in the use of the State Election Information Management System (SEIMS).

Works with State Board of Elections on implementing updates for SEIMS and the training of staff.

Provides training to individuals or in a group setting on personal computers and on several software packages.

Provides training for employees and the general public on the use of computerized voting equipment.

Assists Board of Election employees with particular problems they are having with software; researches problems using computer manuals or contacts software vendors.

Develops training materials for office staff, temporary one-stop employees and precinct officials.

Training materials include computer programs, computerized voting equipment and other election duties.

Conducts sessions on software used in the office for office staff and for temporary one-stop employees.

Arranges for training by outside vendors whenever necessary.

Plans, prioritizes and evaluates the work of others.

Writes programs for input formats for data being entered and makes changes as necessary.

Performs related duties as required.

For all positions requiring a four year degree or above, that degree should be from an appropriately accredited institution. Forsyth County is an equal opportunity employer. Contact Human Resources if you need special assistance.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.forsyth.cc
201 N. Chestnut St.
Winston Salem, NC 27101
336-703-2400
hr@forsyth.cc

Position #06123
DEPARTMENT TRAINING SPECIALIST AS

Department Training Specialist Supplemental Questionnaire

* 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to the questions.

☐ Yes, I accept and agree
2. What is your highest level of education?
   - Did not finish high school
   - High School Diploma or GED
   - Associate's Degree
   - Bachelor's Degree
   - Master's Degree

3. Describe your years of experience using computer systems and information technology.
   - No experience
   - Less than one year
   - One year to less than 2 years
   - 2 years to less than 3 years
   - 3 years to less than 5 years
   - 5 years to less than 7 years
   - 7 years or more

4. How many years of professional experience do you have training others, in both small and large group settings?
   - No experience
   - Less than 1 year
   - 1 year to less than 2 years
   - 2 years to less than 4 years
   - 4 years to less than 6 years
   - 6 years or more

5. How many years of experience do you have writing training manuals?
   - No experience
   - Less than 1 year
   - 1 year to less than 2 years
   - 2 years to less than 4 years
   - 4 years to less than 6 years
   - 6 years or more

6. How many years of experience do you have working in an elections office?
   - No experience
   - Less than 1 year
   - 1 year to less than 3 years
   - 3 years to less than 5 years
   - 5 years to less than 7 years
   - 7 years or more

7. Do you have any experience using voting equipment?
   - Yes
   - No

8. Do you have any knowledge of election laws?
   - Yes
   - No

9. Have you ever supervised one-stop absentee staff?
   - Yes
   - No

10. Have you used social media in a professional setting?
    - Yes
    - No

11. Have you used audio/video recording equipment or web-based tools to create any training content?
    - Yes
    - No

12. Do you have a valid drivers license?
    - Yes
    - No

* Required Question