

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

11/22/2017

## Director of Elections

The Northampton County Board of Elections is accepting applications for a Director in the Elections office to perform administrative and coordinative work in organizing and maintaining voter registrations, County candidates' filing records, and managing the election process for the County and the Elections Board.

**Education/Requirements:** Graduation from a two-year college with a degree in business or related field and several years of responsible clerical experience dealing with the public, preferable at least a year of experience with the electoral process; or an equivalent combination of education and experience.

Normal Hiring Salary Range: Grade 66 - \$32,379 – 34,018

**CLOSING DATE: OPEN UNTIL FILLED**

Please submit a Northampton County job application to:

**BOARD OF ELECTIONS OFFICE**

PO BOX 603

Jackson, NC 27845

**➔ NORTHAMPTON COUNTY APPLICATION REQUIRED ➔**

**[WWW.NORTHAMPTONNC.COM](http://WWW.NORTHAMPTONNC.COM)**

**SEE WEBSITE FOR THE COMPLETE JOB DESCRIPTION**

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens.

Northampton County Is A Drug-Free Workplace.

All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

## **Director of Elections**

### **General Statement of Duties**

Performs responsible administrative and coordinative work in organizing and maintaining voter registrations, County candidates' filing records, and managing the election process for the County and the Elections Board.

### **Distinguishing Features of the Class**

An employee in this class is responsible for planning elections as needed, negotiating polling places, setting up polling places, and training staff, chief judges, and judges. Work also includes establishing procedures and methods used in registration, supervising the receiving and processing of voter registrations, filing of candidates for elected office in the County, and providing staff support to the County Board of Elections in coordinating and scheduling meetings, recording minutes, drafting the budget and presenting potential voter problems, trends, etc. Independent judgment, initiative, tact and courtesy are required in operating the elections office, the election and filing process and addressing issues with the general public. Work is performed in accordance with State election laws, policies and procedures established by the County Board of Elections and the County Manager. Employee works primarily in an office setting and is not substantially exposed to adverse environmental conditions. Work is reviewed by the Board of Elections through reports, conferences and efficiency of office and elections operations.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Plans for various elections on an annual basis covering primaries, second primaries, city elections, general elections, special elections; projects and recommends annual budget to the Board; projects and plans for equipment replacements; identifies number of polling places required and potential locations, and negotiates usage as needed.

Organizes and supervises procedures and methods of receiving and approving applications for registrations; assures each voter is placed in the correct precinct and in the correct local, state and federal districts.

Organizes and prepares for each election; trains chief judge, judges, and assistants; prepares ballots, balloting equipment and packages precinct registration supplies; instructs in procedures prior to each election.

Receives, compiles and reports election results to the media on election night and submits reports to State Board of Elections.

Receives applications for registration; ascertains that applicants are eligible to register in the County.

Responsible for the development, presentation and maintenance of department budget.

Receives filing fees from candidates for County offices and other candidates designated by the State Board of Elections; notifies those elected of swearing in dates.

Maintains computer system software for voter registration; consults computer specialist on programming and up-date needs; maintains current registration files, enters new registrations and voting history; makes all changes and deletions; enters election results; sets up each election, runs and verifies rosters for polling places; runs statistical reports and keep data up-dated.

Coordinates Board meetings; prepares agenda and minutes of meetings, correspondence and report for the Board of Elections; informs members of changes in the laws and/or procedural changes to implement.

Prepares and submits required and requested reports regarding election activities.

### **Additional Job Duties**

Furnishes absentee ballot applications to persons requesting them; submits completed application to the Board for approval; mails absentee ballots for approved applications.

Provides information of registration, candidate filing and election process/results to candidates, voters and to various newspapers, television and radio stations.

Attends State seminars and Institute of Government training sessions.

Provides lists that are requested by candidates, general public, and others.

Performs related duties as required.

### **Recruitment and Selection Guidelines**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of electoral procedures and policies as set forth in general statutes and regulations of the State Board of Elections.

Considerable knowledge of modern office practices, procedures, and equipment.

Working knowledge of the operations and functions of County government.

Ability to perform assignments on the basis of general directions and to perform continuing assignments independently.

Ability to train and supervise staff, temporary workers and volunteers.

Ability to communicate effectively in both oral and written forms.

Ability to develop and maintain effective working relationships with precinct officials, news media, County officials, Board members, other employees and the general public.

### **Desirable Education and Experience**

Graduation from a two-year college with a degree in business or related field and several years of responsible clerical experience dealing with the public, preferable at least a year of experience with the electoral process; or an equivalent combination of education and experience.

### **Physical Requirements**

Must be able to perform the basic life operational skills of fingering, talking, hearing, and repetitive motions.

Must be able to perform light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, accounting, operate a computer terminal, and read at distances close to the eyes.

### **Special Requirements**

Must possess a valid North Carolina driver's license upon hire. Must be willing to work towards certification as a Notary Public and take the N.C. State Board of Elections Treasurer Training within the probationary period (9 months); if classes and/or trainings are available within the allotted time frame.