

JOB TITLE: Elections Specialist

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DEPARTMENT: Elections, Rutherford County

JOB SUMMARY: This position is responsible for voter registration and other election activities.

MAJOR DUTIES:

- o Maintains voter registration records; enters voter information into computer database.
- o Prints and mails cards to voters.
- o Responds to questions and inquiries from the general public.
- o Conducts elections; prepares supplies for each polling place; recruits and trains poll workers; prepares voting equipment.
- o Process absentee voter applications and ballots.
- o Assists election workers with any problems or questions.
- o Upon completion of election, audits and balances the results.
- o Processes candidate filings.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of state and federal election laws, regulations, and procedures.
- o Knowledge of the location of streets, wards, districts, and precincts in the county.
- o Knowledge of modern office practices and procedures.
- o Knowledge of basic bookkeeping practices.
- o Skill in maintaining records and files.
- o Skill in operating office equipment such as a computer, typewriter, copier, and facsimile machine.
- o Skill in operating and programming vote tabulating machines.
- o Skill in preparing reports.

- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Elections Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES: Guidelines include the North Carolina Election Code, state Board of Elections rules, court rulings, the U.S. Constitution, state and federal attorneys general rulings, federal Department of Justice policies and regulations, programming and software manuals, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical duties. Changes in relevant laws, deadlines, and frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to register county citizens to vote, maintain related registration records, and facilitate the election process. Successful performance contributes to efficient and accurate elections and helps ensure valid election results.

PERSONAL CONTACTS: Contacts are typically with local municipal government personnel, other county employees, elected officials, Board of Elections members, candidates and their staff, media representatives, civic and community representatives, postal workers, government officials, poll workers, co-workers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, with intermittent standing or stooping. The employee occasionally lifts light and heavy objects and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

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- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.