



Madison County Vacancy Announcement

Deputy Director of Elections Board of Elections

Position Summary:

Assists the Board of Elections Director with coordinating the work of the office and preparing for elections. Works with the Director to establish priorities, deadlines, and work plans. Assists and reports to the Director and Board of Elections. The Deputy Director oversees the office in the Director's absence.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Board of Elections. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted by mail at: Madison County Board of Elections, PO Box 142, Marshall, NC 28753. Applications may also be submitted via email to Madison.boe@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Determine needs and plan for the utilization of staff, space, equipment, and other resources associated with elections and voter registration.
- Maintain voter registration database.
- Participate in and recommend changes in methods, procedures, and workflow as necessary to accommodate needs and changes necessitated by legislative mandates and new election laws.
- Assist with training poll workers and to identify and correct problems.
- Audit and determine the deposition of "provisional ballots" (paper ballots) voted on Election Day. Make recommendations to the Board of Elections as to which ballots should be counted and which should not be counted.
- Attend monthly board meetings.
- Attend SBOE and NCADE conferences, meetings, and training.
- Perform other duties as assigned by the Director or Board.

Education:

Graduation from high school and moderate experience working in an Elections office or other office environment; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Thorough knowledge of federal, state, and county laws and procedures pertaining to elections and the maintenance of registration records.
- Thorough knowledge of office management techniques; ability to practice effective communication techniques both orally and in writing; effective supervisory practices and ability to plan and supervise the work of others.
- Advanced ability to analyze and interpret policy and procedural guidelines to resolve problems and answer questions.
- Advanced ability to establish and maintain effective working relationships with employees and the public.
- Advanced ability to organize and train large groups of people effectively.
- Familiarity with database, spreadsheet, and word-processing applications.
- Advanced level of computer literacy and skills; ability to maintain computer hardware; ability to manipulate computer software programs and read complex training manuals; ability to perform computer software installations and program computerized election equipment and media; ability to use spreadsheets, word-processing, and presentation programs that help to organize their text and imaging features.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Work requires standing, walking, sitting and repetitive motions.
- Work has standard vision and hearing requirements.
- Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, pushing, pulling, lifting, talking, hearing and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks and operate a computer terminal.

Requirements:

- Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check.
- Must possess a valid North Carolina Driver's License.
- Obtain and maintain State Board of Elections administrator certification.
- Attend local and State Board of Elections conferences and meetings.
- Obtain and maintain NC Notary Public certification.
- Knowledgeable of or ability to learn computer hardware and software programs and requirements

Salary:

\$34,278.40. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.