

PERQUIMANS COUNTY

Position: Deputy Elections Director

Department: Elections Board of

Reports to: Director of Elections & Board of Elections

Employee:

POSITION DESCRIPTION

Assists with complex administrative and technical work planning and conducting federal, state, county, municipal and special elections; assisting with voter registration processes; precinct official training; and related work as apparent or assigned. Work involves implementing policies and goals under the Director of Elections.

JOB DUTIES AND FUNCTIONS

1. Assists in administering the functions of the office of the Board of Elections, including the voter registration process, the voter registration records, and the conduct of elections, adhering to those duties delegated to the county boards of elections in NCGS 163-33
2. Assists in the planning for various elections including primaries, second primaries, general, municipal and special elections. Assists with organizing and preparing for each election, including training precinct officials, preparing ballots, and testing of voting machines; assists in coordinating delivery of voting equipment, signs and supplies.
3. Following the directors lead ensuring that all staff and precinct workers are non-partisan, non-political and provides exemplary customer service to everyone.
4. Assists Director with ensuring that voter registration records are updated to reflect changes of address, name changes and changes of party affiliation, including mailing out required notices for new registrations and changes to registration records.
5. Assists the Director and Board of Elections when there are requests for recounts and in completing the recounts.
6. Adheres to records retention schedule including preservation and disposal of records as prescribed.
7. Assists with ensuring compliance with all State and County issued cyber security directives and implements practices to guard against security attacks, including cyber security and physical security.
8. Develops and maintains a capable working knowledge of the State Election Information Management System (SIEMS).
9. Complies with the educational requirements of the State Board of Elections and participates in other educational opportunities to advance your knowledge in compliance and trends in election administration.

10. Performs general office duties; answers telephone and greets visitors; receives inquiries and provides information or refers inquires to appropriate personnel; responds in person, by telephone and through correspondence to inquiries.
11. Work is performed in accordance with federal, state, county and municipal election laws, policies and procedures.
12. Exercise tact and courtesy in frequent contact with general public

JOB KNOWLEDGE, SKILLS AND ABILITIES

1. Willingness to develop a thorough knowledge of electoral procedures and policies as set forth in North Carolina General Statutes and regulations of the State Board of Elections.
2. Knowledge and experience in modern office practices including the use of computers and associated software and peripherals used in performance of responsibilities including the State SEIMS database.
3. Ability to develop a working knowledge of the operation of the voting equipment used by the County.
4. Ability to use sound judgment and initiative and to maintain a calm demeanor in difficult circumstances while resolving problems.
5. Ability to communicate effectively in both oral and written forms.

QUALIFICATIONS

Physical Requirements

1. Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
2. This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force

Desirable Education and Experience

Associate's degree or 2 years college course load in business, computer science or related field and minimum 2 years' experience, preferably involving extensive public contact; or an equivalent combination of education and experience.

Special Requirements

1. Notary Public certification or the ability to obtain certification in the time specified by the Board of Elections.
2. Possession of a valid North Carolina driver's license.