

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Elections Coordinator
Department: Elections
Revised : April 2023

Class : Administrative Support
FLSA : Non-exempt

This job description supersedes any prior description for the Elections Coordinator classification.

GENERAL DESCRIPTION

Responsible administrative work in the Elections Office providing operational guidance to the clerical staff which involves accepting and processing voter registration cards, maintaining accurate voter registration records, and assisting the public with inquiries concerning voter eligibility and procedures. Works with election and precinct officials to ensure the smooth operation of the voting sites and procedures during election periods. Supervision is received from the Deputy Elections Director who reviews work through periodic conferences and analysis of work completed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Provides operational guidance to the clerical staff and participates in their duties when necessary.

Processes, verifies, and enters voter registration cards received by mail, in person, or from other agencies or voter registration drives; researches voter registration records to ensure the voter is not already registered and makes necessary demographic changes to those who are already registered to vote.

Processes absentee ballot applications and reviews and reconciles returned ballots for board members.

Trains MAT (Multi-partisan assistant team) members.

Coordinates nursing homes visits.

Audits voter records, reports, recounts, and return of election materials.

Assists with campaign reporting in working with candidates and treasurers in notifications of campaign reports, auditing and notifying State of delinquent reports.

Prepares, reviews, and maintains voter history and statistical lists.

Responsible for purchasing and accounts payables.

Coordinates website updates with the Deputy Elections Director.

Greets the public; answers questions from voters in person and by telephone; gives out specific information and instructions.

Assists the public in registering to vote or in making changes to their voter registration records.

Processes cancellation notices of voters moving from the area, who are ineligible due to a felony conviction, who

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are deceased, or who are registered in Rowan County in error and removes them from the database.

Swears in new precinct officials, notarizes documents, and maintains records and files for each official.

Prepares instructional booklets and provides election training to officials before each election.

Assists candidates in filing for office by verifying their voter records for correct information, assisting them with completion of necessary forms, providing them with an information packet, and explaining new laws.

Tests voting machines and programs memory cards for touch screen tabulators.

Prepares precinct packets and supplies needed for each election; answers questions from precinct officials on Election Day and resolves problems as needed.

Types routine letters and memos from specific guidelines and proofreads them for accuracy; types labels and file cards.

Maintains and/or processes a variety of departmental records, forms, reports, logs, and files.

Performs duties of other positions of the same or higher classification level as necessary.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of office practices and procedures and of office and computer equipment including various computer software programs.

Considerable knowledge of relevant federal, state, county, and city election laws, rules, regulations, procedures, and policies.

Knowledge of arithmetic and its uses in general office work.

Ability to type with accuracy at a minimum speed, with correct spelling, grammatical structure, punctuation, and without typing errors; ability to proofread; ability to use judgment in organizing and establishing arrangement and format, and to perceive sentence and grammatical structure.

Ability to read and interpret land maps for precinct designation and information.

Ability to gather and give basic information and instructions regarding departmental policies and procedures.

Ability to screen communications and, based on content, handle independently or route to proper source.

Ability to compile information based on general instructions; record information and to balance figures; ability to learn and apply specific laws, departmental rules and regulations relating to verifying, processing, and maintaining records and documents.

Ability to communicate effectively both orally and in writing.

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PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and two years of clerical experience, preferably supplemented by community college courses in secretarial science or business administration. PC skills are required. Possess or ability to obtain NC Election Administrator certification within three years of employment

**This job description does not create an employment contract,
implied or otherwise.**