

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Elections Specialist
Department: Elections
Revised : January 2013

Class : Administrative Support
FLSA : Non-exempt

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

GENERAL DESCRIPTION

Responsible administrative work in the Elections Office assisting the Elections Director and Board of Election members in carrying out the department's activities. Works with election and precinct officials to ensure the smooth operation of the voting sites and procedures during election periods. Supervision is provided to the Elections Deputy and Election Assistants. This position has considerable contact with governmental officials, department directors, employees, and the general public in explaining policies and procedures. Supervision is received from the 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.)

Performs administrative duties for the Director and Board Members and serves as a resource person to staff and the public.

Supervises the Elections Deputy and Election Assistants in the performance of their daily responsibilities; completes performance evaluations on staff supervised.

Assists the Elections Director in the interview and selection process of new employees; trains new employees on office procedures and applications.

Enters staff timesheets into payroll and processes accounts payables through the AS400.

Assists in candidate filing, maintains records including campaign finance reports, petitions, administrative election documents, and information from courts and State agencies; assists candidates in completing reports, conducts candidate training on campaign reporting, and notifies candidates of reports due or delinquent.

Supervises and participates in processing, verifying, and entering voter registration cards received by mail, in person, or from other agencies or voter registration drives; assists the public in registering to vote or in making changes to their voter registration records.

Travels to precincts and one-stop voting sites to provide assistance and/or to handle equipment problems.

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

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

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

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Maintains the departmental website including updates involving candidate information, voter information, and campaign finance reports.

Performs duties of the Elections Director in their absence.

OTHER JOB FUNCTIONS

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the Board of Elections and elections job functions.

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

Thorough knowledge of the proper completion and filing of various documents.

Thorough knowledge of office practices, procedures, office machinery, computer equipment, and PC applications.

Ability to analyze, interpret, recommend and implement policy and procedural guidelines.

Ability to answer questions independently and resolve problems.

Ability to plan and organize workflow and to coordinate activities of staff supervised.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with the public, state, and county officials, department directors, and fellow employees.

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 may be exposed to hazardous materials.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

An Associate's Degree from an accredited college or university in Secretarial Science, Business Administration, or related area and two years of progressively responsible administrative, office management, or secretarial experience; or a high school diploma or GED equivalency and four years of progressively responsible administrative, office management, or secretarial experience; or an equivalent combination of education and experience; PC skills are required; one year of experience in an Elections Office is preferred.

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