

January 20, 2012

Assistant Director of Elections

General Statement of Duties: This individual will assist with administering the day to day duties of the Elections Office as required by the Federal and State laws pertaining to elections in conjunction with the U.S. Justice Department and the voting Rights Act. In this role, this person will, as required:

- Assist the Director of Elections with elections, referendums, special elections and 2 municipalities including preparation of voting machines, precinct packets, ballot coding for districts, training and technical support for precinct officials.
- Assist in the election process by proofing instructions and materials for precinct officials;
- Assist in maintaining inventory of supplies and materials before and after elections.
- Assist with the absentee process, One-Stop voting, voter registration, and provisional voting;
- Prepare, enter, and process election data in the Unity system before and after the election;
- Reconcile and verify all voting totals, machines, and history for canvass and abstracts.
- Assist with candidate filing, collection of fees, campaign finance reporting, and notarizing documents;
- Assist Director of Elections with implementing changes in policies and procedures required by the State Board of Elections.
- Work closely with the Director of Elections to maintain correct district relations information in each precinct using up to date information entered in the Statewide Election Information Management System software for every day applications.
- Scan and manage filing systems and data bases for active, inactive, removed, and cancelled voters using state reports of deceased, felons, unreported moves, and etc.
- Provide general and statistical information, as requested.
- Serve in the absence of the Director of Elections and
- Any other lawful assignments as deemed appropriate by Board of Election members or the Director of Elections.

Education and Qualifications Required: Graduation from high school and several years of responsible administrative experience dealing with the public, preferably including experience with the electoral process; or an equivalent combination of education and experience. Possess a high level of knowledge with computers and electronic equipment.

Special Requirements: Possession of a valid driver's license. Successfully complete a series of certification courses through the School of Government in Chapel Hill and the State Board of Elections. Must be a Notary Public or become a Notary Public after employment.

Salary: Grade 17 - \$24,959.00

Application Deadline: 5:00 PM February 6, 2012

How to apply: Cover letter, resume, and Caswell County application (required) to:

Caswell County Board of Elections
PO Box 698
Yanceyville, North Carolina 27379