

**NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF INTERNAL POSITION VACANCY**

Revised October 27, 2022

Deputy Director of Elections

Northampton County is accepting applications for an opening in its Elections Department. The Northampton County Deputy Director of Elections performs general office duties, answers telephone and greets visitors, receives inquiries and provides information or refers inquiries to appropriate personnel, responds in person, by telephone and through correspondences to inquiries, provides information to the public, governmental offices, elected officials, media, candidates, political party representatives, etc. as requested and performs other duties as assigned.

This position reports to the Director of Elections. Administers and accurately performs voter registration processes including registering voters, processing and record retention of voter registration applications and updates, corresponding with voters regarding registration records, removing voters from registration as necessary, and managing list maintenance of voter documents.

Education: Minimum of Associate's Degree from an accredited institution. Two or more years of elections administration experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION AVAILABLE AT www.northamptonnc.com

Mail applications to: Northampton Co. Board of Elections, Attn: Elections Director, P.O. Box 603 Jackson, North Carolina 27845

Grade 64 – Normal Hiring Salary Range: \$31,792 – Negotiable

Closing Date: Open Until Filled

Previous Applicants Need Not Re-Apply.

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF EMPLOYMENT.

SEE COMPLETE JOB DESCRIPTION BELOW



Northampton County Local Government Job Description Deputy Director of Elections

General Definition of Work

Performs specialized administrative and technical work supporting election-specific systems and procedures related to the conduct of federal, state, county, municipal, and special elections. Administers voter registration, absentee-by-mail voting, Geocode and mapping files, petitions, and National Change of Address (NCOA) and National Voter Registration Act (NVRA) programs. Assists in candidate filing, voting tabulation, campaign finance report auditing, and planning, managing, and conducting precinct official and one-stop early voting staff training. Utilizes specialized/field-specific software. Work is performed under the moderate supervision of the Elections Director. Regular oversight is exercised over precinct officials and one-stop early voting staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Administers and accurately performs voter registration processes including registering voters, processing and record retention of voter registration applications and updates, corresponding with voters regarding registration records, removing voters from registration as necessary, and managing list maintenance of voter documents.

Maintains voter history and registration statistics; generates related reports and lists routinely and upon request.

Administers absentee-by-mail voting, including assisting with requests, fulfilling requests, processing ballots, and preparation of reports and/or documents requiring Board of Elections review and/or approval.

Maintains Geocode and mapping files. Works with county mapping department to implement mapping and addressing changes.

Processes provisional ballots; reports provisional ballot research to Board of Elections for review and/or approval during official canvass.

Processes petitions; prepares reports and other documents needed for review and/or approval by Board of Elections or State Board of Elections.

Trains and supervises precinct officials and one-stop early voting staff; works with other Elections Office staff to prepare and organize training and election administration materials.

Assists Elections Director with candidate filing, campaign finance report auditing, and other election administration processes.

Assists with auditing of election returns and voter history reconciliation.

Assists with voting equipment, polling place supplies, voting tabulation, and other election processes.

Performs general office duties; answers telephone and greets visitors; receives inquiries and provides information or refers inquiries to appropriate personnel; responds in person, by telephone, and through correspondence to inquiries; provides information to the public, governmental offices, elected officials, media, candidates, political party representatives, etc., as requested.

Work is performed in accordance with federal, state, county, and municipal election laws, policies, and procedures.

Employee must adhere to all security practices including state and county directives/guidance concerning physical security, cybersecurity, and access to office records in any format.

Employee must apply independent judgment and interpret routine policies and regulations. Employee must also exercise tact and courtesy in frequent contact with general public.

Knowledge, Skills and Abilities

Thorough knowledge of federal, state, and county laws, policies, and procedures pertaining to elections; ability to read, interpret, and apply. Comprehensive knowledge of voter registration policies, voting procedures, and maintenance and protection of voting registration lists and records. Comprehensive knowledge of software and hardware applications needed in the elections administration and voter registration processes.

Knowledge of various software applications, including but not limited to, Microsoft Office. Knowledge of modern office practices, procedures, and equipment. Knowledge of general accounting/auditing principles. Ability to communicate effectively in both oral and in written forms. Excellent interpersonal skills.

Education and Experience

Minimum of Associate's Degree from an accredited institution. Two or more years of elections administration experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Requirements

Must be physically able to operate a variety of computer equipment, office machines, and related tools and equipment, such as desktop and laptop computers, printers, monitors, and scanners. Must be able to exert up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. 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;

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.

Visual acuity is required for preparing and analyzing written or computer data, determining accuracy, measuring devices, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities. work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of North Carolina.

Ability to obtain and maintain state certification; travel required.

Ability to obtain and maintain NC Notary Public Certification.

Non-Exempt