

ELECTIONS COORDINATOR

General Definition of Work:

Performs complex skilled administrative support and administrative work; serving as the database administrator in the Elections Department. Work is performed under the general supervision of the Elections Director.

Essential Functions/Typical Tasks:

Responsible for updating methods, procedures, and workflow; auditing election documents, results, and procedures; maintains quality control of absentee ballots, candidate campaign reports, and State Election Information management system (SEIMS). Maintains the integrity of voter registration records in SEIMS.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Trains and assists staff, new employees and volunteers on use of election equipment; develops training materials.
- Audits voting records, reports, recounts, and return of election materials.
- Audits the enforcement and application process of State Campaign Finance Laws; addresses discrepancies in calculations and reporting methods with campaign committee treasurers for resolution.
- Registers voters. Prepares, maintains, updates, and verifies accuracy of voter registration records.
- Prepares, reviews, and maintains voter history and statistical lists.
- Processes absentee ballots.
- Updates existing Geocodes to reflect new districts and precincts.
- Answers incoming calls, assists walk-in customers, and responds to voter inquiries.
- Assists with preparation of election night reporting functions, uploads election results from tabulators to central computer, transfers data files to internet, and reports results to the State Board of Elections.
- Assist the Assistant Elections Director in setting up district ballots for SEIMS ENRS, Election night, and canvass duties with Unity and ENRS software.
- Reviews website and publications; coordinates website updates with the Deputy Director.
- Covers Assistant Elections Director duties as necessary.
- Performs related work as required.

Knowledge, Skills and Abilities:

Thorough knowledge of federal, state, and municipal election laws and of business math and English. Comprehensive knowledge of the policies, operation and procedures of the Elections Office. Considerable computer and database manager skills. Ability to interpret and implement ballot layout laws; to execute audits of clerical operations; to learn new technologies quickly with minimal guidance; to work productively in teams; to supervise other employees; to analyze and correct errors and problem solve; to attend work regularly and to interact professionally with a diverse group of clients and staff and communicate effectively.

Education and Experience:

Requires graduation from an appropriately accredited college with an associate degree in political science, accounting, paralegal technology, business administration or related field; two years business experience to include supervision, public contact, proofreading, accounting, or law; experience in the operation of computer equipment and the application of software processes; an equivalent combination of education and experience may be considered.

Physical Requirements:

This is normally light work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force constantly to move objects; some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines; determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Certification as North Carolina Elections Administrator. Actively commissioned as a North Carolina Notary Public, or obtain commission within one year of employment. Possession of an appropriate driver's license valid in the state of North Carolina.