

SENIOR ELECTIONS CLERK - 1253

General Definition of Work:

Performs difficult administrative support work assisting with elections and voter registration. Work is performed under the regular supervision of the Elections Director.

FLSA: non-exempt

Essential Functions:

- **Registering voters.**
- **Assisting with elections and poll management.**
- **Entering, maintaining, retrieving and auditing data for the SEIMS management system.**
- **Prepares, maintains, updates, and verifies accuracy of voter registration records.**
- **Audits voting records, reports, recounts, precinct official payroll and return of election materials.**
- **Prepares, reviews and maintains voter history and statistical lists.**
- **Preparing and maintaining voter records and files.**
- **Processes absentee ballots**

(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.)

Typical Tasks:

- Answers incoming calls, assists walk-in customers, and respond to voter inquiries.
- Assists the public with absentee requests and information.
- Records and maintains voter registration statistics; submits related reports.
- Assists with the preparing booths for elections ensuring booths function properly; repairing machine malfunctions; and maintaining inventory of spare parts.
- Prepares supplies for precincts, including ballots and registered voters list.
- Recruits of poll workers.
- Prepares training seminar notifications.
- Enters precinct workers information utilizing State Election Information Management System (SEIMS).
- 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.
- Reviews website and publications; coordinates website updates with the Deputy Director.
- Covers Deputy Director duties as needed and assigned.
- Assists in the preparation of newsletters and public information brochures.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of standard office procedures, practices, and equipment; of federal, state, and municipal voter registration laws and regulations; of voting procedures; and of maintenance and protection of voting registration lists and records. Ability to type accurately and at a reasonable rate of speed; to learn and use the SEIMS management system; to follow oral and written directions; to answer inquiries and coordinate a variety of resources in acquiring information; to establish and maintain effective working relationships with associates and the general public; and to attend work regularly.

Education and Experience:

Requires graduation from an appropriately accredited community college with an associate's degree and considerable experience in an elections office or a related field. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is 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; seasonal periods require the exertion of 50 pounds of force frequently; 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 arm's 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:

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.

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