

**ELECTIONS SPECIALIST**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Elections

**REPORTS TO:** Deputy Elections Director

**CLASS SUMMARY**

Participates in planning, conducting, and monitoring all federal, state, and municipal elections in New Hanover County.

**DISTINGUISHING CHARACTERISTICS**

The Elections Specialist is a stand-alone classification, which is distinguished from other classifications by its responsibility for maintaining voter registration and other election-related records in accordance with NC General Statutes and for participating in the implementation of elections.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Maintains election files and voter registration records by entering and scanning voter registration documents to register new voters and update existing registrations.
- Prepares reports and correspondence related to voter registration and elections.
- Processes petitions, absentee voting, and filing of candidates for public office.
- Assists with post-election audits.
- Keeps abreast of changes in election laws and regulations.
- Performs Notary Public duties as required.
- Maintains all required licenses and certifications by attending required continuing education courses.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Chapter 163 of the NC General Statutes;
- NC Campaign Reporting Guidelines and Regulations;
- Voting machines and counting equipment;
- New Hanover County geography;
- U.S. Bureau of the Census maps.

Skill in:

- Reading maps;
- Using voting machines, counting equipment, computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**TRAINING AND EXPERIENCE**

High School Diploma or General Equivalency Diploma (GED) and three years of elections or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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### **LICENSING/CERTIFICATION**

- NC Elections Certification must be obtained.
- NC Notary Public certification must be obtained within 1 year of employment.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary work, generally: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

During elections, moderate work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to travel.

### **GENERAL INFORMATION**

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99; R10/02; R03/07