

Deputy Director of Elections

Hyde County Board of Elections

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized clerical work registering voters, maintaining voter registration records, and assisting in conducting elections in accordance with State and County laws. Work involves typing, filing, and record keeping with frequent public contact. Work requires data entry abilities in the use of computer-driven word processing, spreadsheet and file maintenance programs. Must have extreme proficient skills with computers, especially in using databases. Employee must have good customer service skills and deal well with the public. Reports to the Director of Elections.

ESSENTIAL JOB FUNCTIONS

- ✓ Register voters, process voter registration applications, notify voters of incomplete applications, process voter cards to be mailed.
- ✓ Maintain voter database and update voter records, as needed
- ✓ Process reports provided by the State Board of Elections to maintain updated voter database.
- ✓ Assists in public relations for the Board in person and via telephone
- ✓ Provide general and statistical information pertaining to voter registration and elections when requested.
- ✓ Must be organized and detail oriented.
- ✓ Assist with candidate filings, collection of filing fees, and notarizing documents. Must be able to interpret and explain policies, laws, rules, regulations, and procedures pertaining to various aspects of elections to candidates, political party representatives, elected officials and the general public, as requested.
- ✓ Prepare reports, mailing labels and disks to citizens, as requested. Collect fees associated with these requests.
- ✓ Assists in training precinct officials for conducting elections
- ✓ Prepare supply boxes for precincts to use on election day and inventory of supply box when returned from precincts on election night

- ✓ Type and issue absentee ballot applications to requested parties, process absentee ballots and all paperwork and records associated with issuing absentee ballots.
- ✓ Must be able to work overtime before and during the elections. Must be able to work flexible hours and weekends on occasion.
- ✓ Assist with all duties require to carry out an election, including preparation for canvass day following the election.
- ✓ Assist in setting up precincts prior to election day. Will also be assisting with packing up and preparing equipment for storage after election day.
- ✓ Perform general administrative duties such as answer telephone, transfer calls, take messages, direct visitors, make copies, operate a fax, create and respond to e-mails and surveys.
- ✓ Must be able to travel to State Board trainings to obtain certification.
- ✓ Must be able to lift up to 50 lbs. on occasion.
- ✓ Skill in public speaking while communicating clearly and efficiently.

MINIMUM TRAINING AND EXPERIENCE

Graduation for high school with some clerical experience which provides the required skills, knowledge and abilities to perform the job. Have knowledge of the Federal, State, and County laws and procedures pertaining to elections and the maintenance of election records. Have considerable knowledge of office practices, procedures and use of general office equipment. Have general knowledge of operation and minor maintenance of voting equipment. Have skills in the operation of computer driven databases, word processing, spreadsheets and file maintenance. Is able to communicate effectively in person and by telephone to voters, candidates and the general public. Is able to answer inquiries independently and coordinate a variety of resources in acquiring information. Is able to exercise considerable tact and courtesy in frequent public contact. Must either be a Notary Public or can acquire notary certification.