

Elections Systems Specialist

Dept: Elections

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work preparing and maintaining computer and voting systems and related equipment; assists with planning, directing, coordinating and supervising the election process, ensuring that all voter and election records and files are prepared and maintained in a legal manner, and related work as apparent or assigned. Work is performed under the limited supervision of the Board of Elections Director.

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 an individual with disabilities to perform the essential functions.

Essential Functions

- Maintains voting equipment and systems in accordance with state guidelines; coordinates software and hardware updates, downloads election software and prepares electronic poll books and memory cards.
- Maintains department laptops, printers and related election equipment.
- Prepares for and conducts elections, election night reporting, post election audits and assists with canvas reporting.
- Conducts testing on voting equipment to ensure accuracy; troubleshoots equipment during election process.
- Assists with ballot coding, geocode/map updates and related processes.
- Researches and recommends changes to voting systems, equipment, procedures and policies.
- Registers voters, determines voter eligibility and maintains the voter database.
- Maintains election supplies.
- Responds to public inquiries related to election services.
- Manages state reporting requirements.
- Designs and produces training materials and provides training for precinct officials for each election.
- Assists with candidate filing process, campaign finance reports and maintenance of records.
- Prepares, maintains and purges various electronic and paper files.
- Processes and verifies petitions.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of federal, state and local election and voting registration laws and regulations; comprehensive knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records; thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of voting systems, election and computer systems and equipment ; ability to read and interpret land maps for precinct designation and information; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to compute and audit election results; ability to answer questions and resolve problems, ability to analyze, interpret, recommend and implement policy and procedural guidelines, ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with county officials, federal, state and local government officials, associates and the general public.

Education and Experience

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Associates/Technical degree with coursework in business administration, office administration, computer systems, or related field and one to three years experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- North Carolina Election Administrator certification.
- North Carolina Notary Public.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date