

JOB ANNOUNCEMENT

POSITION: Deputy Director of Elections

SALARY: Grade 18, Step Range Begins at \$35,808

QUALIFICATIONS:

Graduation from a two (2) year college or technical school majoring in administrative office support or other related field, and at least two (2) years of job-related work experience; or an equivalent of education and experience which provides the required knowledge, skills and abilities. Notary Public certification is required or must be obtained. Election Administrator certification is required or must be obtained in accordance with North Carolina State Board of Elections regulations. A valid driver's license and vehicle for daily use is required. A technology-savvy, detail-oriented, organized individual with excellent interpersonal and communication skills is essential.

DESCRIPTION OF WORK:

This position requires some knowledge of the principles and practices of the North Carolina elections process. Employee will serve as Deputy to the Director of Elections, and perform all duties required for effectively administering elections and other elections office activities. Responsibilities include, but are not limited to, standard clerical tasks; data entry; database maintenance; professional creation of documents using Microsoft Office applications; maintenance and auditing of campaign finance records; coordination and preparation of training and outreach activities; and general support to the Director of Elections and Board Members as needed. Performs other related duties as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of the election process.

Considerable knowledge and understanding of standard office practices and procedures.

Considerable knowledge of spelling, grammar and arithmetic.

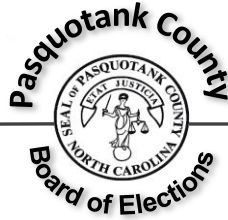
Skill in the use of computers, proficiency in typing, and working knowledge of Microsoft Office applications and the ability to learn new programs quickly and efficiently.

Skill in public speaking while communicating clearly and efficiently.

Ability to pay close attention to details.

Pasquotank County is an Equal Opportunity Employer

1409 Parkview Drive
PO Box 1797, Elizabeth City, NC 27906



Phone (252) 335-1739
Fax (252) 331-2560

www.pasquotankcountync.org/elections

boe@co.pasquotank.nc.us

Ability to communicate effectively verbally and in writing.

Ability to exercise considerable tact in frequent contact with voters and the general public.

Ability to establish and maintain effective working relationships with the media, party chairs, precinct officials, public officials, candidates, the Director of Elections, Board Members, and North Carolina State Board of Elections staff.

Ability to operate standard office equipment and election equipment.

Ability to interpret and apply election law.

Ability to work overtime hours as necessary during elections, including early mornings, late evenings and weekends.

Ability to travel overnight for training conferences.

APPLICATION PROCESS:

Submit application, cover letter, and resume to:

Pasquotank County
Personnel Office
206 E. Main St.
Elizabeth City, NC 27909
Monday – Friday 8:00 am to 5:00 pm

Position will be open until April 8, 2020.

Applications are available online at www.pasquotankcountync.org

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