JOB ANNOUNCEMENT

POSITION: Director of Elections

SALARY: Grade 25

GENERAL STATEMENT OF DUTIES

Independently performs complex technical, administrative and managerial functions in the operation of the office of the Pasquotank County Board of Elections.

GENERAL RESPONSIBILITIES AND DUTIES

Responsibilities include receiving and processing applications for registration; candidate filings; processing absentee ballot applications; training and supervising personnel; preparing for federal, state, district, county, municipal and special elections; directing the day-to-day operation of the office, including budget proposals; providing clerical and administrative assistance to the Pasquotank County Board of Elections. Considerable tact and courtesy must be exercised in the extensive public contact of this office and in the dissemination of information to the news media, political parties, candidates and the general public. Independent judgment and initiative are required in applying laws and administering policies to specific cases and in carrying out assignments. Duties are performed in accordance with Chapter 163 of the North Carolina General Statutes and other relevant federal, state and local election laws, rules and regulations, under the administrative supervision of the county board of elections. Records are subject to use and scrutiny by the general public. Attendance is required at a variety of meetings. Upon employment (after May 1, 1995), employee must complete the State Board of Elections certification requirements. The director reports to the Chairman of the Pasquotank County Board of Elections and the State Executive Secretary-Director of Elections.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of electoral procedures, policies and laws as set forth by the State Board of Elections, General Statutes and federal laws;
2. Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations;
3. Considerable knowledge of modern office practices, procedures and equipment, including operating a computer and use of word processing software;
4. Considerable knowledge of modern record keeping and business practices;
5. Desire and ability to learn use of voter registration software quickly and with minimum training;
6. Ability to use computer-driven word processing, spreadsheet and file maintenance programs;
7. Ability to type at a moderate rate of speed with accuracy;
8. Working knowledge of the organizational structure, operations and functions of county government;
9. General knowledge of the principles of organization supervision and administration;
10. Ability to exercise independent judgment and initiative in carrying out assignments;
11. Ability to perform assignments on the basis of general outlines or directions without specific instructions as to details and to perform continuing assignments independently;
12. Ability to communicate effectively in oral and written forms;
13. Ability to train, supervise and delegate work to others efficiently, including the organization of and coordination of elections activities among a large group of elections assistants;
14. Ability to establish and maintain good working relationships with the general public, precinct officials, new media, county officials and other county and city departments as necessitated by work assignments. General knowledge of the common requirements, policies and procedures of the news media regarding information pertaining to voter registration, elections and election results;
15. Ability to exercise considerable tact and courtesy in frequent public contact;
16. Ability to withstand excessive physical and psychological stress for considerable duration;
17. Ability to work under pressure of frequent interruptions.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

1. Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.
2. Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.
3. Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to subordinates or assistants.
4. Language Ability: Requires the ability to read a variety of correspondence, forms, reports, etc. Requires the ability to prepare correspondence, reports, forms, lists, etc. Requires the ability to speak before groups of people with pose, voice control and confidence.
5. Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
6. Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
7. Numerical Aptitude: Requires the ability to utilize math formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.
8. Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.
9. Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.
10. **Manual Dexterity**: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

11. **Color Discrimination**: Requires the ability to differentiate between colors and shades of color.

12. **Interpersonal Temperament**: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions.

13. **Physical Communication**: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Requires the ability to communicate by telephone.

**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 March 17, 2020.
Applications are available online at [www.pasquotankcountync.org](http://www.pasquotankcountync.org)
No late applications will be considered.