



Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Election Data Manager/One Stop Absentee Coordinator**
Permanent, Full-Time, Non-Exempt
- Department:** Board of Elections
- Description of Duties & Responsibilities:** The primary purpose of this position is to manage election data, provide support services and coordinate absentee ballot processes for the Jackson County Board of Elections. Duties include:
- Maintain SEIMS Geocode module.
 - Coordinate with various entities to create and maintain GIS data, layers, maps, interactive maps, services and address point files.
 - Design and create documents, brochures and materials for use in all election processes and for use in communication with the general public.
 - Collect, analyze, and provide services related to customer data requests
 - Transmit, receive and record Absentee Ballot packets
 - Process Absentee by mail ballot applications by scanning, barcoding, entering data, and verifying voter registrations
 - Perform incomplete queue geocode management for voter registrations
 - Provide customer support by responding and resolving customer address inquiries through research
 - Assist in all audit procedures in association with early voting activity
 - Assist in set up of One Stop sites to include setup of phones and other electronics
 - Install and implement various software programs on multiple devices for office and elections tracking and communications
 - Assist with maintenance of official Board of Elections web pages
 - Create and maintain databases and spreadsheets
 - Assist in ADA and Campaign Zone compliance at polling locations
 - Perform related duties as required or assigned by the Board of Elections Director
- Education & Experience Requirements:**
- Associate degree required, bachelor degree preferred in office administration, paralegal science, information technology administration, Computer Science or related field.
 - Intermediate competency/proficiency using Microsoft Windows 10, Microsoft Office, computers, networks and security.
 - Data entry and customer service experience. • Excellent written and verbal communication skills.
 - Must possess a valid North Carolina driver license. • Ability to attain future NC State Election certification.
- Starting Salary:** Grade 18, \$29,334.47 per year
Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>
- Application Requirements:** Submit a completed and signed Application for Employment (PD107) to:
- | | |
|---------------------------------------|-----------------------------|
| Jackson County | NC Works Career Center |
| Human Resources Department | 26 Ridgeway Street, Suite 2 |
| 401 Grindstaff Cove Road, Suite A-218 | Sylva, NC 28779 |
| Sylva, NC 28779 | |
- The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
- Closing Date:** **July 28, 2020**

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*