



Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Election Specialist**
Permanent, Full-Time, Non-Exempt
- Department:** Board of Elections
- Description of Duties & Responsibilities:** The primary purpose of this position is to provide administrative support services for the Jackson County Board of Elections. Duties include:
- Serve as point-of-contact at front desk/reception area.
 - Accept registration/absentee applications; scan registrations/absentee forms into the Statewide Elections Information Management System (SEIMS). Assist with data entry voter information in SEIMS.
 - Answer phones and process incoming/outgoing mail; accept and process undeliverable mail; prepare and receive mail; make copies & maintain copier; order office supplies.
 - Maintain Excel spreadsheet of office and election supplies; including quantities and locations.
 - Obtain approval, budget line item, and signature of Director for submission of receipts and invoices to finance office.
 - Record and prepare money received for submission to finance office.
 - Perform daily, weekly, monthly and yearly voter registration maintenance activities utilizing SEIMS software. Transfer removed voter forms to back storage (yearly).
 - Receive and check Election night materials from Chief Judge; receive and check-in precinct materials after Election Day; assist with the 10-day office canvass process after Election Day.
 - Inventory and dispose of past election materials based on records retention.
 - Store and organize election material after canvass.
 - Accept, log in required information, and securely store voted returned absentee ballots.
 - Create an excel file of paper ballot inventory for each election.
 - Inventory paper ballots, fold or wrap for election use; create an excel file of inventory reconcile paper ballots post-election.
 - Maintain and update polling place keys and codes.
 - Maintain Excel file on shared drive of organizations conducting voter registration drives.
 - Data entry of names on petitions into SEIMS and provide status reports to the Director.
 - Ensure doors are secure at night (front door is responsibility of last person leaving). Report mileage to Commissioners Office monthly and maintain mileage log in Excel for office.
 - Any other duties as assigned or needed; inform Director of any needs to fulfill duties.
- Education & Experience Requirements:**
- High School diploma and office work experience required
 - Associate and/or bachelor degree preferred in office, business administration, or related field.
 - Competency/proficiency using Microsoft Windows 10, Microsoft Office. Applicants will receive an email link to complete a Microsoft Suite skills assessment (Excel and Word) before interviewing.
 - Data entry and customer service experience • Excellent written and verbal communication skills.
 - Valid NC Driver license required.
- Starting Salary:** Grade 16, \$27,139.37 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 to:
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| Jackson County | NC Works Career Center |
| Human Resources Department | 26 Ridgeway Street, Suite 2, Sylva, NC 28779 |
| 401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779 | Sylva, NC 28779 |
- The Application for Employment 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:** **Open until position is filled**

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*