



Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Election Data Manager**
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:
- Develop and maintain a close working relationship with local municipalities, other County Boards of elections, EBCI and other addressing entities.
 - Maintain State Elections Information Management System (SEIMS) Geocode module.
 - Coordinate with State and Jackson County GIS to create and maintain GIS data, layers, maps, interactive maps, services, and address point files.
 - Work in conjunction with various agencies and Boards of Elections to provide electronic and printed maps as needed.
 - 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, entering data, and verifying voter registrations.
 - Perform incomplete geocode management for voter registrations.
 - Provide customer support by responding and resolving voter 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 Logic and Accuracy testing of Election equipment.
 - Assist with maintenance of official Board of Elections web pages.
 - Create and update databases and spreadsheets.
 - Assist in ADA and Campaign Zone compliance at polling locations.
- Education & Experience Requirements:**
- Associate degree required, bachelor degree preferred in office administration, paralegal science, information technology administration, computer science or related field.
 - Competency/proficiency using Microsoft Windows 10, Microsoft Office, networks and security.
 - Data entry and customer service experience.
 - Excellent written and verbal communication skills.
 - Valid NC Driver license required.
 - Ability to attain future NC State Election certification.
- Starting Salary:** Grade 18, \$29,921.16 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:
- | | |
|---------------------------------------|-----------------------------|
| 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 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:** **March 1, 2021**

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*