



# 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:** **April 16, 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*