



Employment Opportunity

Please post in a location accessible to all employees

Position:	Election Specialist <i>Permanent, Full-Time, Non-Exempt</i>
Department:	Board of Elections
Description of Duties & Responsibilities:	<p>The primary purpose of this position is to provide administrative support services for the Jackson County Board of Elections. Duties include:</p> <ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• 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, \$29,482.10 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 Human Resources Department 401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779 NC Works Career Center 26 Ridgeway Street, Suite 2, 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*



Human Resources Department
401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779
Phone 828.631.2212 ▪ Fax 828.631.2266

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