



Salary: \$51,400-\$ 77,100 with excellent benefits that total over \$11,000 annually in addition to a 2% county contribution to 401k. The starting salary is determined by the qualifications and experience of the candidate.

Deputy Elections Director

Our Vision for our County and for our Organization

Edgecombe County is a historic place that values its residents and natural resources and creates opportunities where people are proud to live, work and play for generations to come. Edgecombe County Government values its employees so that it can be an organization committed to providing exceptional services to our residents through an innovative, passionate, and creative team devoted to excellence, integrity, and transparency, for the continued growth of our County and staff.

Job Overview

The Deputy Elections Director is responsible for providing support to the Board of Elections Director and contributing to the efficient operation of the Board of Elections. This position involves directing, coordinating and Supervising Federal, State, County, municipal, and special election processes and staff, ensuring that all voter and election records and files are prepared and maintained in a legal manner, advising candidates, educating voters, preparing and maintaining records and files, preparing reports, and related work as required. Work is performed under the general direction of the Elections Director and State Board of Elections.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform essential duties.

Essential Functions

Plans and directs the operation of the office of the County Board of Elections including the registration, voting and election activities for the County, ensuring proper and efficient conduct of primary and general elections held in the County; ensures adherence to Chapter 163 of the North Carolina General Statutes and other relevant federal, state and local election laws, rules and regulations; prepares correspondence related to registration and elections; performs administrative duties for the County Board of Elections including maintaining Board records, preparing documents and correspondence and notifying Board members of pertinent information.

Knowledge, Skills, and Abilities

Knowledge of common Elections processes, procedures, and best practices. Extensive experience with computer applications and proficiency in commonly used software. Proficiency in data management and reporting. Strong problem solving and analytical skills with application in complex organizational situations. Attention to detail with a devotion to accuracy and data integrity. Good communication and interpersonal skills. Preferred experience with human resources management systems.

Education and Experience

Bachelor's Degree with coursework in business administration, or related field and moderate experience in conducting governmental elections including some supervisory experience or equivalent combination of education and experience.

Special Requirements

- This work requires the occasional exertion of up to 25 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle, or feel and repetitive motions.
- Frequently requires standing, walking, sitting, reaching with hands and arms, and pushing or pulling and occasionally requires stopping, kneeling, crouching, or crawling and lifting.
- Work requires close vision and ability to adjust focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instruction to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Other Requirements

Must possess a valid driver's license in the State of North Carolina.

Emergency Response

In the event of an emergency, as determined by the County Manager or designee, participation in preparedness and response operations should be expected. Employee may be required to fill a temporary assignment in a role different from standard duties, work hours and/or work location in preparation for, during and after the emergency. Employee may also be required to participate in relevant exercises and regular preparedness training.

Salary

The salary range is \$51,400-\$77,100

Interested candidates must complete and submit an online Edgecombe County Application Form.

This position is opened until filled.

[Apply for this position](#)

Edgecombe County is an Equal Opportunity Employer/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act.