



## Human Resources

### Davie County Government

123 South Main | Mocksville, NC 27028 | 336.753.6015

### Deputy Elections Director Board of Elections

**Description of work:** Performs administrative work with the registration, voting and election activities for the County. Must be willing to perform job duties during pandemics, natural disasters and unexpected events during planned elections and election schedules. This position is required to work extended hours and weekends during planned elections and election schedules. Regular, predictable, full attendance is an essential function of the job.

#### **Essential Job Functions:**

- Performs administrative duties for the Director and Board Members and serves as a resource person to staff and the public, as needed.
- Assists with the supervision of Elections part-time staff and one stop workers in the performance of their daily responsibilities.
- Assist the Director with annual budgets and grants received.
- Assists the Elections Director in the interview and selection process of new employees, one stop and precinct workers and training new employees on office procedures and applications.
- Assists with ensuring proper and efficient conduct of primary and general elections held in Davie County.
- Maintenance of geo codes/street index, to include all annexations and changes, to insure accuracy for each address.
- Performs related duties as required.

**Education and Experience:** Business degree or graduation from high school with experience in elections work including public contact and data entry and ability to use specialized software and learn changing election laws; or an equivalent combination of education and experience. Ability and willingness to successfully complete the Elections Process Certification within the time frames established by the County in accordance with the State Board of Election requirements. Possession of Notary Public Certification within one (1) year of employment; possession of a valid unencumbered Driver's License and the ability to travel to precincts or one stop sites to provide assistance.

**Salary:** Grade 64 – Minimum hiring rate \$33,587 (FLSA status = Non-Exempt)

Apply online at [www.daviecountync.gov](http://www.daviecountync.gov) under employment

DavieCountyNC.gov  

