

## RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a full-time **Elections Specialist** to work in the Surry County Board of Elections office. This position performs independent administrative, training, and technology-based work with various aspects of the elections process. Primarily with State Election Information Management Systems (SEIMS), voting equipment, computer and peripheral maintenance, inventory, operations, coordination and teaming with State Board of Elections Information Technology consultants and support personnel. Employee must have IT experience. Some knowledge of dealing with cybersecurity preferred. Performs skilled, responsible clerical work in the Board of Elections office. Does related work as required. Performs all duties on a nonpartisan basis. Work is performed in compliance with State election laws and rules, along with established guidelines and policies of Surry County Board of Elections. Work is performed under the regular supervision of the Director of Elections.

**Job Requirements:** High school diploma required with supplemented classes in office procedures, business practices, and office machines or an equivalent combination of experience and training. Employee must have IT knowledge. IT experience preferred. General knowledge of the functions and organizations of the Elections Office; thorough knowledge of the National Voter Registration Act, Absentee Ballot, and One-Stop Voter laws; ability to type efficiently; ability to work with accuracy in data entry and voter data verification; knowledge in information technology-based functions, equipment hardware, general knowledge of Microsoft Windows; knowledge of standard office procedures, practices and equipment; ability to solve problems responsibly; ability to express ideas effectively both orally and in writing; ability to maintain effective working relationship with the County Board of Elections, County Officials and employees, and the general public. All job duties must be carried out in a non-partisan manner.

**SALARY RANGE: GRADE 64 \$33,648 - \$55,416**

Applications will be taken at NC Works Career Center, 541 W. Pine Street, Mount Airy, NC (336-786-4169), by going online to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, [SCJobs@co.surry.nc.us](mailto:SCJobs@co.surry.nc.us) or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

**SURRY COUNTY IS AN EEO EMPLOYER AND DRUG FREE WORKPLACE**

**Date Posted: April 25, 2023**  
**Date Closed: Open until filled**