

### Class Concept

Positions in this class perform independent professional and administrative work in an election program in the North Carolina State Board of Elections. Elections Specialist IIs will be subject matter experts in the full-life cycle of election administration and may be required to conduct an election based on county needs. Election Specialist IIs will have extensive knowledge of multiple facets of election administration and will provide independent consultation and/or management of the respective subject matters. Work may involve determining compliance with election program standards and approving, denying, revoking, or suspending a decision or activity, as well as coordinating the technical revision and implementation of the election program standards, processes and procedures. Positions will work closely with agency legal counsel to review election law and make necessary recommendations to various election processes, procedures, and information systems. Elections Specialist IIs provide guidance to internal and external stakeholders on proper administration and application of election technology including: Voting Systems, Election Management Systems, and Voter Registration Systems. Positions also work closely with the Information Technology staff at the State Board of Elections and with county boards of elections staff in assessing, interpreting, planning and implementing business needs in election technology. Elections Specialist IIs exercise considerable independence and judgment in original research. Work at this level involves considerable discretionary judgment in developing and interpreting election policy, procedure, and program objectives. This position may serve as a team leader or working supervisor for a group of election staff.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of public program, processes and procedures.
- Thorough knowledge of research and standards applicable to the area of assignment.
- Considerable knowledge of election and voting administration systems.
- Ability to interpret, apply, and communicate statutory regulations of the assigned area.
- Ability to analyze, interpret, recommend, and implement policy and procedural guidelines.
- Ability to instruct and explain standards and procedures.
- Ability to establish effective working relationships, including seeking compliance with regulations.
- Ability to express oneself clearly and concisely in oral and written form.
- Ability to work independently and use sound judgment in making decisions.

#### Minimum Education and Experience

Bachelor's degree, preferably with an emphasis in public policy, political science, business administration or closely related area from an appropriately accredited institution, and four years of administrative and/or technical experience in a public program as it relates to the area of assignment; or

Associate's degree in business administration or closely related area from an appropriately accredited institution, and six years of administrative and/or technical experience in a public program as it relates to the area of assignment; or

High school or General Educational Development (GED) diploma and eight years of progressive administrative and/or technical experience in a public program as it relates to the area of assignment; or an equivalent combination of education and experience.