

Class Concept

Positions in this class perform independent professional and administrative work with an election program in the North Carolina State Board of Elections. Work may involve managing or coordinating an election program/area of specialty with statewide scope involving research and considerable complexity; coordinating field work to ensure compliance and interpretation of election policies and procedures; or assisting with program management. Election Specialist Is will have extensive knowledge of a specific subject area related to elections and will provide independent consultation, training, and/or management of the respective program area. 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.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of public program, processes and procedures.
- Considerable knowledge of research and standards applicable to the area of assignment.
- Working 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 two 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 four 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 six 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.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.