



JOB ANNOUNCEMENT

POSITION: Elections Specialist

LOCATION: County of Stanly Elections Department
Stanly County Commons
1000 North First Street
Albemarle, NC 28001

SALARY: \$15.82 hourly

HOURS: 8:30 a.m. – 5:00 p.m., 30 hours per week
(Hours will vary during election cycles)

SPECIFICATION: Performs a variety of administrative and technical duties such as assistance with data entry, processing of absentee ballots, recruitment of precinct officials, voter outreach & education, and pre and post-election tasks.

DESIRABLE EDUCATION AND EXPERIENCE: High School Diploma along with administrative experience including public contact and customer service and technical knowledge in word processing programs; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS: North Carolina Class C Driver's License. Night and weekend hours required.

RECRUITMENT PERIOD: January 11, 2021 through January 22, 2021

APPLICATION PROCESS: All applicants must apply through the NEOGOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Stanly County is an Equal Opportunity Employer.

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001