

Job Title: Voter Registration Assistant

Purpose: This position assists the Voter Registration Specialist with managing the elections database to register and remove voters, search for names on Petition forms and research provisional voter applications. This role provides a smooth voting process for citizens and ensures a confident voting population.

Minimum Education and Experience: High school Diploma or GED required. One year experience in a data entry and/or customer service role is preferred.

Essential Functions of the position:

- Enter data from voter registration forms into a computer system.
- Review previous entered voter registrations for accuracy.
- Remove individual voter records and attach documentation.
- Research provisional voter applications during the canvass process.
- Assist with daily mail operations.
- Answer phone calls relating to the voting process.
- Adhere to security policies regarding confidential voter information.
- Other office duties as assigned.

Knowledge, Skills, Abilities:

- Experience working with Microsoft Excel and Word.
- Comfortable working on a computer.
- Fast and accurate typing: 50 wpm.
- Proofreading and attention to detail.
- Strong customer service skills and the ability to navigate difficult situations respectfully.
- Frequent walking, stooping, bending and reaching required.
- Ability to lift, push or pull equipment/merchandise weighing up to 30 pounds.
- Previous experience with elections is a plus, but not required. Training will be provided on North Carolina law and procedures.

Position Information:

This position is a full-time seasonal position. Office hours are 8-5pm, Monday-Friday. Some overtime and occasional weekend hours are required.