

Job Title: Early Voting Office Assistant

Purpose: This position assists the Early Voting Coordinator with the preparation of supplies and day-to-day operations of the early voting program to ensure a smooth voting process.

Minimum Education, Training and/or Experience: High School Diploma or GED, College graduate preferred. Customer service experience preferred.

Essential Functions of the Position:

- Prepare supplies for all early voting sites.
- Maintain inventory of office supplies.
- Assist with preparation of training materials.
- Assist with poll worker recruitment.
- Able to look up voters and provide accurate information.
- Must be willing to become familiar with NC General Statutes Chapter 163.
- Must be detail orientated and have good organizational skills.
- Adhere to security policies regarding confidential voter information.
- Perform other related duties as assigned.

Knowledge, Skills, Abilities:

- Strong data entry skills.
- Experience working with Microsoft Excel and Word.
- Ability to use judgement and decision-making skills to evaluate situations, establish priorities, and resolve matters independently.
- Ability to understand and follow oral and written instructions.
- Ability to establish priorities and pass on information as needed.
- Ability to speak clearly, and communicate effectively and professionally.
- Ability to deal tactfully and courteously with site staff.
- Able to lift at least 25 lbs.
- Ability to work under stressful situations and competing deadlines.

Position Information:

This position is a temporary full-time position. Work hours are 8:00am to 5:00pm, Monday – Friday, with additional hours as needed. Some overtime and occasional weekend hours are required.

Salary: \$15 an hour