

**Job Title:** Poll Worker Recruiting Assistant

**Purpose:** This position assist with the recruiting and placement of qualified poll workers.

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

**Essential Functions of the position:**

- 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:**

- Great communication skills.
- Comfortable with working on a computer and ability to understand new software.
- 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.

**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