

Please Post

9 May, 2022

NOTICE OF VACANCY

TITLE: Employee C, Board of Elections
JOB STATUS: Full time – 35 hours/week
DEPARTMENT/DIVISION: Board of Elections
DATE OF VACANCY: Immediately
MINIMUM SALARY: NR-6 \$33,197
CLOSING DATE FOR APPLICATIONS: May 19th, 2022
TENTATIVE START DATE: To be determined

MINIMUM REQUIREMENTS:

- U.S. Citizen and Resident of Sussex County, NJ
- Familiar with basic computer operations including Word, Excel, Outlook
- Strong attention to detail and accuracy
- Accurate typing skills
- Able to read, write and speak the English language
- Ability to lift 20 pounds with ease
- Ability to do repetitive work for extended periods of time
- Must have reliable transportation
- Must be able to pass criminal background check

JOB DUTIES:

Reporting to the Voter Information Supervisor, this person is responsible for data entry into the state voter registration system, filing voter records and documents, assisting the public in person and over the phone with registration and voting concerns. Perform administrative functions as needed. During Election season, will be responsible for coordination of vote-by-mail tasks and assist with all election preparation duties as needed. Election Day activities include answering phones calls to resolve issues with poll workers and voters. Extended work hours during Election Season and Election Day are mandatory. Additional job details include:

- Enters and verifies data in the State Voter Registration System in a consistent and timely manner.
- Maintains data standards including adherence to the NJ State Statutes and State/County Code of Ethics.
- Tracks and verifies quality of data entry from all sources.
- Prepares memos and letters as required.
- Files/scans large volume of documents to maintain accurate record of voter registration.
- Fields voter inquiries in person and over the phone to assist with registration concerns.
- Coordinates and processes vote-by-mail ballots for commissioner review.
- Assists in all election preparation duties as needed.
- Assists in voter and poll worker outreach programs and community activities.
- Answers phone calls and resolves problems with poll workers and voters.

RETURN COMPLETED APPLICATIONS TO: (on Standard County Application Form)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton, NJ 07860

Fax: 973-579-0355
Email: employeeservices@sussex.nj.us

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.