

Please Post

March 24, 2023

NOTICE OF VACANCY

TITLE: BOARD OF ELECTIONS EMPLOYEE - C

JOB STATUS: Full Time 35 Hours/Week

DEPARTMENT/DIVISION: Board of Elections

STARTING SALARY: \$33,854 (NR6, 0004)

CLOSING DATE: Until Filled

START DATE: To Be Determined

JOB DUTIES:

Reporting to the Senior Election Technician, this person's primary responsibility is to oversee the polling locations on Election Day, with a strict adherence to NJ State Statutes and mandates. This includes the coordination of poll worker assignments, polling location changes, and voter accessibility concerns. Plan and participate in annual poll worker training. Assist in the preparation of election equipment and resources for Election Day and assist the public in person and over the phone with registration and voting concerns. During Election season, will 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.

- Schedules the assignment of poll workers before each election.
- Updates and maintains poll worker information in the state voter registration system.
- Researches and answers all poll worker questions, resolves all issues that develop.
- Prepares certificates and letters to poll workers for each election.
- Conducts poll worker recruitment and participate in training classes.
- Maintains poll worker training classes and history database.
- Prepares pay vouchers, calculates and maintains poll worker payroll spreadsheet.
- Maintains database of Accessibility concerns for each polling location.
- Participate in the Accessibility Committee activities.
- Oversee and conduct, as necessary, polling location inspections.
- Coordinates with Municipal Clerks to ensure that polling locations meet accessibility requirements.
- Assists in all election preparation duties as needed.
- Assists in voter outreach programs and community activities.
- Answers phone calls and resolves problems with poll workers and voters.

MINIMUM REQUIREMENTS:

- U.S. Citizen and Resident of Sussex County, NJ
- Familiar with basic computer operations including Word, Excel, Outlook, Access
- 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

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

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

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

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.