**THE OHIO COUNTY COMMISSION**

**JOB POSTING / CAREER OPPORTUNITY**

**POSITION TITLE:** **Election Coordinator**

**REPORTS TO:** County Administrator

**SURPERVISES:** Not a supervisory position

**FLSA EXEMPTION STATUS:** Full-time, Salaried, Exempt

**RATE OF PAY:** $40,000 - $45,000

**BENEFITS:**  Health, life, dental, and vision insurance, pension

**START DATE:** Within two weeks of offer

**SUMMARY AND PURPOSE**

We have an immediate opening on our team for an Election Coordinator. The Election Coordinator performs a wide variety of tasks to ensure all aspects of the election process are completed responsibly and accurately. This position will be responsible for maintaining accurate voter registration records, while planning and coordinating the processes necessary for elections.

**ESSENTIAL FUNCTIONS**

1. Maintains voter registration records to ensure accuracy in conjunction with the State of West Virginia’s State Voters Registration System (SVRS).
2. Recruits, trains, and supervises the activities of permanent and extra help employees; assists in the hiring process; assesses workload and staff requirements to conduct an election.
3. Formulates, updates, and implements office procedures to comply with Federal and State election laws and County codes.
4. Provides political jurisdictions, groups, organizations, and citizens with technical assistance regarding complex election related procedures.
5. Orders supplies and recommends requisition of fixed assets.
6. Coordinates with vendors in establishing election criteria and produce sample ballot books, official and absentee ballots.
7. Executes computer programs to produce reports for candidates.
8. Coordinate candidates’ filing for office; determine if candidates meet legal requirements to campaign and serve in office if elected.
9. Verify signatures to determine filing fees or nomination document sufficiency.
10. Liaison with the Secretary of State’s office to establish certified list of candidates.
11. Determine acceptability of candidate statements.
12. Administer the absentee voting function.
13. Develops an expertise in the operation, maintenance, and proper usage of a wide range of computer technologies.
14. Conducts training classes for groups of prospective poll workers.
15. Conducts post-election canvass to ascertain that all precinct results are accurate and complete.
16. Ensure coordination with other local government departments including police, sheriff, public works, information technology, local municipalities, and the local school system to ensure smooth conduct of each election.
17. Possess the ability to complete a financial budget.
18. Performs any and all other duties as assigned by management.

**POSITION REQUIREMENTS:**

1. High school diploma, GED or equivalent and at least 18 years of age.
2. Driver’s license with excellent driving record.
3. Strong communication skills, both oral and written.
4. Ability to manage time effectively.
5. Excellent computer skills with an emphasis on the Microsoft Office Suite of products.
6. Normal working hours are 8:30 a.m. to 5:00 p.m. Hours may vary during election years.
7. Must not be a political committee member, candidate, nor work for or share the same household.

**PHYSICAL / MENTAL REQUIREMENTS:**

1. Ability to lift a minimum of 25 pounds.
2. Uses computer approximately 6 – 7 hours per day.
3. Performs with frequent interruptions.
4. Performs effectively under conditions of fluctuating workload.
5. Uses telephone and email to communicate with consultants, vendors, and co-workers, approximately 2 hours per day.
6. Bends and stoops approximately 7 – 8 hours per day.

**OTHER:**

1. Consent to a pre-employment Criminal Background Check which shows no felony or domestic violence convictions nor moral turpitude.
2. Consent to a pre-employment Consumer Credit Report that shows financial stability and integrity.
3. Consent to a pre-employment drug screening showing no illegal or legal drugs for which the candidate does not possess a prescription from candidate’s health care provider.

An Equal Opportunity Employer

Interested candidates should submit a letter of introduction, resume, and three personal references to [HR@ohiocountywv.gov](mailto:HR@ohiocountywv.gov) on or before January 23, 2023.