

## **Elections/Voter Registration Manager**

The Elections/Voter Registration Manager, at the general direction of the County Clerk will prepare and coordinate the functions of the Elections and Voter Registration Department within the County Clerk's Office. This is a full-time non-exempt employee position with benefits including health care, retirement and more. Salary negotiable based experience and qualifications.

Duties will include but are not limited to:

- Oversee department operations and staffing schedules
- Data entry of voter registration information for DMV, OVR and paper registrations and issue voter registration cards
- Processing on a daily basis all official mail
- Absentee Ballot processing
- Voter Outreach
- Customer service by phone or in person
- Election equipment management and preparation
- Election Official (Poll Worker) recruitment and training
- Prepares election supplies for all precincts
- Candidate filing and campaign finance reporting
- Verify petition signatures
- Ballot preparation and proofing
- Testing of election equipment
- Coordinates election day operations and ENR
- Oversee canvass procedures
- Coordinates with and assists other County Clerk Office Departments as needed
- Coordination of Early Voting locations and staffing
- Coordinates all election equipment delivery
- Work with GIS and mapping software to maintain precinct boundaries
- Maintains street and addressing listing
- Oversee re-districting process
- Oversee NCOA and ERIC processes
- Maintain statistics for voter history and registration
- Maintain and update web page with voter registration and election information

- Maintain election center/warehouse in safe, clean and organized manner
- All other duties as assigned

A successful candidate:

- Should have knowledge of Federal Election laws and be able to administer and abide by State of West Virginia Election laws.
- Must have a vehicle and valid driver's license.
- Must be able to multi-task and hand high pressure, stressful situations.
- Must be comfortable using computer technology and possess excellent verbal and writing skills.
- Must be able to write, data enter and proofread with a high level of accuracy
- Must be able to lift at least 40 lbs.
- Must have an interest in the elections process and the ability to complete tasks timely

Interested applicants should send a cover letter and resume via email by Friday, August 10, 2018 to:

Carye L. Blaney, County Clerk  
Monongalia County Clerk's Office  
cblaney@monongaliacountyclerk.com