

Job Title: Absentee by Mail Assistant

Purpose: This position assists the absentee by mail program supervisor with daily office tasks, providing a smooth voting process for citizens and ensuring a confident voting population.

Minimum Education and Experience: High school Diploma or GED required. Experience in a data entry and/or customer service role is preferred.

Essential Functions of the position:

- Enter data from absentee request forms into NC State BOE database
- Answer phone calls relating to absentee procedures and the voting process
- Adhere to strict security policies regarding confidential voter information
- Contact voters through mail, email, or telephone when needed
- Assist with the process of mailing out absentee ballots
- Check in returned ballot envelopes using a scanner and barcode system
- Attend weekly board meetings as a “multi-partisan duplicator” to assist with military, overseas and citizen’s damaged/defective ballot duplication
- Must remain completely impartial and avoid all political discussion while working
- Perform other related duties as assigned

Knowledge, Skills, Abilities:

- Experience working with Microsoft Excel and Word
- Comfortable working on a computer
- Fast and accurate typing
- **Acute attention to detail**
- Ability to maintain a high level of confidentiality and non-partisan impartial demeanor
- Skilled customer service interactions and the ability to navigate difficult situations respectfully
- Previous experience with elections is a plus, but not required. Training will be provided on absentee law and procedures

Position Information:

This position is full-time seasonal with recurring election opportunity. Office hours are 8-5pm, Monday-Friday. Absentee Board Meetings are Tuesday’s 3:30 pm-completion (usually mid evening). Some overtime and occasional weekend hours are required.

Part-time positions will be considered, however full-time positions may be given priority.