

**Job Title:** Early Voting Office Assistant

**Purpose:** This position assists the Early Voting Coordinator with the preparation of supplies and day-to-day operations of the early voting program to ensure a smooth voting process.

**Minimum Education, Training and/or Experience:** High School Diploma or GED, College graduate preferred. Customer service experience preferred.

**Essential Functions of the Position:**

- Prepare supplies for all early voting sites
- Maintain inventory of office supplies
- Assist with preparation of training materials
- Assist with poll worker recruitment
- Able to look up voters and provide accurate information
- Must be willing to become familiar with NC General Statutes Chapter 163
- Must be detail orientated and have good organizational skills
- Adhere to security policies regarding confidential voter information
- Perform other related duties as assigned

**Knowledge, Skills, Abilities:**

- Strong data entry skills
- Experience working with Microsoft Excel and Word
- Ability to use judgement and decision-making skills to evaluate situations, establish priorities, and resolve matters independently
- Ability to understand and follow oral and written instructions
- Ability to establish priorities and pass on information as needed
- Ability to speak clearly and communicate effectively and professionally
- Ability to deal tactfully and courteously with site staff
- Able to lift at least 25 lbs.
- Ability to work under stressful situations and competing deadlines

**Position Information:**

This is a full-time seasonal position. Work hours are 8:00am to 5:00pm Monday – Friday, with additional hours as needed. Some overtime and occasional weekend hours are required.