

## ELECTIONS SPECIALIST II

### CLASS CONCEPT

This is professional and technical program, field or investigative work coordinating or providing services in an election program in the North Carolina State Board of Elections. Work may involve coordinating an election program/area of specialty with statewide scope involving research and considerable complexity; coordinating field work to ensure compliance and interpretation of election policies and procedures; conducting specialized lead investigative work in elections with limited direction; or coordinating and teaching in an election specialty area. Employees work with local county boards of elections, state, federal election and/or law enforcement agencies. Employees in this class are responsible for professional and independent work in one or more of the following areas: administrator of a statewide election program with varied and unrelated functions, organizing and carrying out multiple professional, administrative and technical activities, conducting research, and gathering, analyzing and reporting related information; coordinating and conducting election field work which could include complex audit of records and/or operations of assigned election programs, interpreting and determining or revising policies, procedures, rules and regulations, and determining compliance and a course of action; conducting and leading specialized investigative work which may include creative approaches to investigating circumstances surrounding an incident, gathering and analyzing applicable records and reports, gathering information from interviews, determining leads and directions, and summarizing and presenting information, and training and supervising new staff; or developing designing, coordinating and presenting all aspects of a law enforcement training program or courses(s). Work may involve determining compliance with election program standards and approving, denying, revoking, or suspending a decision or activity, as well as coordinating the technical revision and implementation of the election program standards, processes and procedures. Work may also involve supervision of others. Employees exercise considerable independence and judgment in assignments, at times involving research. Work at this level involves more discretionary judgment in developing and interpreting election policy, procedure, and program objectives. Work is reviewed for completeness through written reports and for overall effectiveness and through periodic conferences with the supervisor.

#### I. DIFFICULTY OF WORK:

Variety, Scope and Intricacy - Employees perform a variety of professional assignments within the assigned election program, along with research, analysis of results, and determination of a course of action. Employees troubleshoot most problems associated with work processes, train and orient others in the program standards, and ensure compliance in administering program rules and regulations. Employees conduct original research, design program and/or training materials, draft program rules and regulations, and/or develop alternatives to issues in the assigned area. Problems encountered in gathering or processing election information and data require the employee to research the rules and regulations to determine a course of action and/or recommendations. Employees may supervise the work of others or serve as the technical expert in an assigned area. The variety of work will involve varying intricacy.

Subject Matter Complexity - Work requires a complete understanding of the rules and regulations governing the work, with some complexity in original research, and determining alternate techniques. Work requires a complete understanding of the administration of the assigned program. Employees utilize a full understanding in explaining rules and regulations to the affected community.

Guidelines - Program rules and regulations are available to employees for most work situations, however, employees are expected to investigate issues and alternative approaches to a work situation. Employees are expected to develop draft changes to the rules and regulations as needed. Employees are expected to troubleshoot, develop alternative methods, and research available statutes and resources.

#### II. RESPONSIBILITY:

Nature of Instructions - Work assignments are typically self-generated and performed with considerable independence. Work objectives, assignments and deadlines are understood. When new rules, regulations or procedures are implemented, employees may jointly plan work with higher level personnel. Employees may receive advice on new or unprecedented situations.

Nature of Review - Technical review is provided by higher level personnel through the review of work results, or when needed to troubleshoot a non-routine or sensitive matter. Work is usually performed independently with input from the supervisor on unusual or precedent setting situations.

Scope of Decisions - Employees work may affect a major segment or all of the election community and the general public. Employees' performance and accurate interpretation of results directly affect these individuals and the public.

Consequence of Decisions - Inaccurate decisions could result in immediate impact to the public if work is not handled accurately and in a timely manner.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employees have frequent contacts with the general public, and local, state and federal personnel. Work includes regular contacts with election personnel and candidates. Work may involve the supervision of others.

Nature and Purpose - Interactions with the general public are to gather and research information, investigate, educate or protect. Contacts with other groups are to train, resolve work assignments and problems, to exchange information, and/or administer programs. Contacts with some agencies involve resolving sensitive problems, investigating violations, and assisting those agencies with compliance.

### IV. OTHER WORK DEMANDS:

Work Conditions - Work is performed in an office setting where conditions are generally agreeable. Work may involve considerable travel to accomplish work, or the ability to lift and carry work materials.

Hazards - Employees are generally exposed to an office environment with limited hazards. Fieldwork may involve contact with law enforcement or criminal justice personnel, witnesses and others with some danger to the employee in unusual situations, such as interviewing a witness. Travel can involve hazardous weather conditions.

### V. RECRUITMENT STANDARDS:

#### Knowledge, Skills, and Abilities –

Thorough knowledge of the elections program, processes and procedures.

Considerable knowledge of research and standards applicable to the research or training area or project.

Ability to interpret, apply, and communicate statutory regulations of the assigned area.

Ability to analyze, interpret, revise, and implement policy and procedural guidelines.

Ability to instruct and explain standards and procedures.

Ability to plan, supervise and coordinate the work of others.

Ability to establish effective working relationships, including seeking compliance with regulations.

Ability to express oneself clearly and concisely in oral and written form.

Ability to work independently and use sound judgment in making decisions.

#### Minimum Training and Experience Requirements

Graduation from a four-year college or university, preferably with a degree in public policy, political science, business or criminal justice or closely related area, and four years of administrative or professional experience in a public program or law enforcement as it relates to the area of assignment; or completion of a two year degree in business, criminal justice or closely related area, and six years of administrative or technical experience in a public program or law enforcement as it relates to the area of assignment; or completion of high school or equivalent and eight years of progressive administrative or technical experience in a public program or law enforcement as it relates to the area of assignment; or an equivalent combination of training and experience.

#### Special Note:

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.