

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for a full-time Elections Clerk to work in the Surry County Board of Elections Office. This position performs skilled clerical work under the regular supervision of the Director of Election. Duties include: assisting in implementation of the National Voter Registration Act and election laws; assisting in updating and maintaining voter files and records; screening voter registration applications and absentee ballot request for eligibility; processing voter records using custom software; assembles and distributes election supplies, maintaining supplies to be current with election law; assisting precinct officials, elected officials and the public; Work also involves daily filing, data entry and clerical duties, assisting the Director with seminars and special projects; and additional duties as required.

Job Requirements: This position requires graduation from high school supplemented with classes in office procedures and business practices or an equivalent combination of experience and training. Applicants should have good math and computer skills; knowledge of standard office procedures; the ability to type accurately at a moderate speed; the ability to maintain effective working relations with the public and other employees. A general knowledge of election practices and applicable laws is desired. Applicants should have the ability to communicate effectively, written and orally; the ability to deal tactfully with the public; and have good organizational, administrative, and personnel management skills. All job duties must be carried out in a non-partisan manner.

SALARY RANGE: GRADE 63 (\$29,160 - \$47,760)

Applications will be taken at the Employment Security Commission, 541 West Pine Street, Mount Airy, NC (336-786-4169) or at the Surry County Human Resources Office, 118 Hamby Road, Dobson, NC (336-401-8221) until 5 pm on closing date. In-house applicants should contact Human Resources for an application. A complete list of duties and physical demands will be available upon request.

**SURRY COUNTY IS A DRUG FREE WORKPLACE
SURRY COUNTY IS AN EEO EMPLOYER**

**Date Posted: May 7, 2018
Date Closed: May 31, 2018**