

Deputy Election Commissioner

NATURE OF WORK:

The deputy election commissioner shall assist the election commissioner in carrying out the statutory duties in Chapter 32 of the Nebraska Election Act and the rules and regulations of the Secretary of State. The deputy election commissioner shall assist with election administration, voter registration and record maintenance, establishing boundaries for political subdivisions, mapping, petition verification and communication to and with candidates, voters, political subdivisions and the community at large.

EXAMPLES OF WORK PERFORMED:

Coordination assistance of all election and voter registration functions.

- A) Special Elections
- B) Recall elections
- C) Sanitary and Improvement District elections
- D) Processing petitions
- E) Voter/Precinct assignments
- F) Voter registration data base for updates and accuracy
- G) Public speaking, training and community messaging

Assist the election commissioner in supervising the daily routines of temporary staff. Assist with candidate filings; election preparation, including ballot set-up and proofing of ballots; recruiting, training and assigning election workers for Election Day; preparation and issuing ballots to early voters; arranging polling sites and ensuring handicapped accessibility; following state and federal election laws; supporting procedures and processes for election security; perform duties assigned by the election commissioner; in the absence of the election commissioner perform all the duties of the election commissioner consistent with the policies and procedures established by the election commissioner.

KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of basic office operations, advanced computer skills with Microsoft Office, Excel, Publisher, as well as ArcGIS (or the willingness to undergo training.) Experience with PowerProfile is preferred, but not required. Must have the ability to work with the public under pressure and handle confrontations, multi-task and be extremely detail-oriented. Management skills with the ability to teach. Public speaking skills. Must be able to understand and follow State Statutes as presented by the Nebraska Secretary of State. Ability to become a notary public. Attend regional and local meetings and trainings. Must have good character, high integrity and ability to maintain confidentiality.

WORKING CONDITIONS:

Job duties are performed in a modern office setting. Must be able to lift 40 pounds. Must be able to work some weekends and evening hours. Hours are M-F 8:30 a.m. – 4:30 p.m., but hours extend during election season, and peak on Election Day.

MINIMUM QUALIFICATIONS:

Registered voter in Hall County. Bachelor's degree. Possess a valid Nebraska Driver's License and have reliable transportation. Successful candidate must comply with party affiliation balance required under Nebraska State Law.