

Warren County Human Resources
540 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-7132
Facsimile: (252) 257-5971
www.humanresources@co.warren.nc.us

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

BOARD OF ELECTIONS

POSITION: Deputy Elections Director

DUTIES: Performs intermediate technical and administrative work assisting with planning, directing, coordinating, and supervising the elections process, ensuring that all voter and election records and files are prepared and maintained in a legal manner, and related work as apparent or assigned. Workload may require extended hours during an election cycle in order to execute the duties of the office. Work is performed under the regular supervision of the Elections Director. Individual should be able to work independently, maintain schedules of routine activities and to perform those duties regularly and timely and providing reports to Director.

EDUCATION/EXPERIENCE: Any combination of education and experience equivalent to graduation from high school and minimal experience providing administrative support, or equivalent combination of education and experience. Willingness to participate in SBOE training and to expand education to contribute to the effectiveness of the agency. A driver's license that is in good standing valid in the state of North Carolina is required. Must be able to obtain notary public certification within the first year of employment. Ability to obtain NC Elections Administrator certification.

SALARY: \$32,018 - \$49,627 annually

Warren County applications will be accepted **November 30, 2023**, at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Human Resources Department, 540 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer
TDD 1-800-735-2962

