

[RETURN TO APPLICATION PROCESS](#)

**REVISED 7/8/10**  
**POSITION ANNOUNCEMENT**

**‘Working Title: ASSISTANT DIRECTOR OF  
ELECTIONS IN TRAINING’  
ELECTION AUTHORITY**

**STARTING SALARY RANGE:** \$21.72 up to \$27.00 Hour. A within range advanced starting salary may be considered based on exemplary qualifications.

This is a full-time training position that may lead to the full-time position of Assistant Director of Elections on January 3, 2011, with the potential for a higher salary adjustment based on the candidate’s experience and qualifications. Actual date of hire will be determined by the Director of Administration.

**JOB DESCRIPTION:** Payroll Title is Intermittent Professional as a management trainee without benefits during the training period. Learns current Federal and State Election Laws, Voter Registration Requirements, all Election Procedures and County Election Precinct Boundaries. Learns the steps and assists in performing the following management activities to support the Election Authority and staff: Oversees and coordinates the efficient operation of all elections including CIDs and NIDs, Election preparation, Election Day/ Election Night, voter registration, absentee voting, recounts, and petition activities. Oversees Candidate Filing and Campaign Disclosure process. Delegates tasks and provide technical guidance and assistance to staff to ensure activities meet all federal, state and local requirements within designated deadlines and assisting with performing tasks as needed. Manages the Election Authority office staff. Manages and coordinates the implementation of new processes and procedures related to state and federal requirements including HAVA, MCVR or new technology including software. Responsible for all facets of ballot preparation and tabulation processes. Responsible for Certification processes. Prepares and maintains several spreadsheets and/ or databases to calculate and track data; such as counts for petitions, ballot preparation, styles, amounts, tabulations, and candidate data, etc. Liaisons with Secretary of State Office, Political Subdivisions, City Clerks, attorneys, candidates, other County Departments, County Administration, Missouri Ethics Commission, and print media to coordinate a multitude of details for each type of election activity. Supervises Candidate Filing process. Oversees and conducts Petition activities. Coordinates NID and/ or Involuntary Annexations data for elections. Oversees the recount processes for mandatory recount following each election and candidate issued recounts requested by the court. Responsible for Write-in Candidates and Provisional Ballots processes. Supervises Election Day and Election Night activities; coordinates schedules, assignments, instructions, and ensures all processes are in accordance with statutes. Works with Census Bureau and oversees the re-drawing of Precinct Lines as necessary. Assists with preparing and maintaining three budget accounts. Compiles and/or interprets Complex Statistical Reports. Troubleshoots problems, applies judgment and interprets ambiguous situations. Performs other duties and responsibilities as assigned.

**AN EQUAL OPPORTUNITY EMPLOYER**

**REQUIREMENTS:** Requires an Associate Degree in Business or related field, Bachelor's Degree preferred. Requires six years of progressive responsible business and administrative office experience including at least two years of supervisory experience. Experience in an Election office highly desirable. Requires significant skill and experience in spreadsheet, database, and report-writing software applications. An equivalent combination of education and experience that provides equivalent knowledge, skills and abilities will be considered. Knowledge of peripheral computer operations, software implementation, troubleshooting occasional computer problems, website updates, liaison with IS personnel, desirable. Ability to operate a variety of office and election equipment. Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate and categorize data. Ability to provide first line supervision and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to exercise the Judgment, Decisiveness and Creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criterion which are clearly measurable. Requires some flexibility in working extended hours each election.

**TO APPLY:** All applications must be submitted through our Self-Service Website at [www.sccmo.org/hr](http://www.sccmo.org/hr). We do not accept faxed, e-mailed or print applications. Terminals are available on site at the HR Dept., 201 N. Second St., Room 519, St. Charles, MO 63301 Monday – Friday 8:00 am – 5:00 pm. **Applications will be accepted on a continuing basis until the position is filled or a sufficient number of qualified candidates have applied.**

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

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