

COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET
POST OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

VACANCY ANNOUNCEMENT

DIVISION: Voter Registration and Elections

JOB LOCATION: 1872 Wilson Road, Newberry, SC 29108

POSITION: Deputy Director of Voter Registration and Elections

HOURS WORKED PER WEEK: Regular (Full-time), 40 hours per week. Hours may be extended during election cycles as needed.

ANNUAL SALARY: \$27,528-\$42,594

CONTACT PERSON: Brian Franklin, Interim Director of Human Resources (803) 321-1431

POSITION DESCRIPTION: Performs administrative/clerical work in support of the programs and activities of the Voter Registration and Election Department. Work involves interpreting and understanding the laws regarding elections; and providing professional and courteous assistance to the public. Employee must exercise independent judgment and initiative in carrying out assignments. Employee must also exercise considerable tact and courtesy in extensive public contact. Reports to Director.

MINIMUM TRAINING AND EXPERIENCE: Associates Degree with one to two years of experience in office management; business administration, management, involving public contact, preferably in a Board of Elections office; or any equivalent combination of education, training and experience that provided the required knowledge skills and abilities.

ADDITIONAL REQUIRED SKILLS: Must have excellent computer skills to include Microsoft Word and Excel.

GENERAL INSTRUCTIONS: Applications for this position will be open until filled. Newberry County employment applications may be obtained by visiting www.newberrycounty.net, or by contacting the Human Resources Office at the Newberry County Courthouse Annex, located at 1309 College Street in Newberry, SC, 29108. A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degrees, or specialized training will be expected to provide official documentation in the event they are selected for this position. Newberry County conducts background checks and tests for the use of illegal substances.

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

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