



**JOB OPPORTUNITY
DIRECTOR OF LEE COUNTY ELECTIONS**

Lee County Board of Elections is seeking a dynamic and energetic person with a strong dedication to customer service to become the Director of Elections. The Director is responsible for difficult 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. Must have comprehensive knowledge of federal, state and local election and voting registration laws and regulations; comprehensive knowledge of registration and voting procedures and the maintenance and protection of voting registration lists and records; thorough knowledge of standard office practices, procedures and equipment; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with county officials, federal, state and local government officials, associates and the general public. Work is performed under the limited supervision of the Board of Elections.

Qualified applicants must have Bachelor's degree with coursework in business, or related field and moderate experience working in an office setting, working on elections, or equivalent combination of education and experience.

Salary is commensurate with education and experience. Submit cover letter, detailed resume and a Lee County application to Lee County Human Resources Director, PO Box 1968, Sanford N.C. 27331- 1968. **This position will remain open until filled.**

We administer Pre-employment Drug Tests, Conduct Criminal Background Investigations, Credit Checks, and Driving History
EOE