



JOB ANNOUNCEMENT

Executive Assistant

Overview

The Kansas City Board of Elections is seeking a high energy, detail-oriented professional to serve as an Executive Assistant and Tabulation Specialist.

Summary of Responsibilities

This position supports several Election Board functions, including but not limited to the following:

- * Recruits and trains election workers;
- * Programs, tests and tabulates ballots; handles tabulation tasks on election night;
- * Prepares correspondence, minutes, election reports and other materials;
- * Maintains and organizes files and election materials;
- * Responds to requests from public and media;
- * Gains understanding of Missouri election laws;
- * Works closely with bi-partisan counterpart in managing two Directors' office operations.

Qualifications Summary

A qualified candidate must have an Associate's degree or equivalent from a two-year college or technical school, or supervisory experience and/or training, or equivalent combination of education and experience. Must demonstrate the ability to read and interpret legal documents and terminology, have excellent writing and typing skills, familiarity with grammar and punctuation rules and the ability to speak effectively before groups and organizations. Computer literacy is a must. Must be able and willing to learn the Electionware Election Management System and ERM (Election Results Management System) ballot tabulation and processing software. Additional skills necessary include being a great team player, eager to learn, positive attitude with the ability to exhibit a professional demeanor and remain calm, unruffled and composed in difficult situations. You may be required to work long hours, nights and weekends. A valid driver's license is required.

Applicant must be a **Republican, a registered voter, and must reside within the boundaries of Kansas City within Jackson County for at least one year prior to employment.**

Salary range: \$36,000-\$40,000. Apply by sending a cover letter and resume, no later than October 19, 2018, to Shawn@kceb.org. **No phone calls accepted.**

Kansas City Election Board
Union Station
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Kansas City, MO 64108