



NORTH CAROLINA

STATE BOARD OF ELECTIONS

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Dear Currituck County Commissioners, County Manager, and County Board of Elections Members:

I write in support of a pay increase for the Elections Director's position, currently held by Kimberly Twine. Thank you for considering this request and recognizing the complexity and broad range of responsibilities in the administration of elections.

While it is often perceived that elections are seasonal or there is only work to do two days out of the year, the conduct of elections is a full-time profession that encompasses administration, logistics, and technology. The role of an elections administrator has greatly expanded over the past 10 to 15 years, becoming more technology driven and requiring extensive knowledge and use of voting systems, database management, accessibility compliance, GIS/mapping systems, and cyber security. The recognition of the heightened security procedures and vulnerabilities led elections to be classified as critical infrastructure by the federal government in 2017. Fundamental aspects of compliance with state and federal laws, audit of campaign finance reports, and interaction with nearly every citizen of a county 18 years of age or older remain primary responsibilities as well. And North Carolina elections have been subject of significant legislative change and judicial decisions often requiring our professionals to change course quickly with increased scrutiny. Additionally, an elections director and staff must train and deploy a sufficient number of bi-partisan poll workers to ensure elections are carried out properly at early voting sites and at each precinct polling place on Election Day.

The multi-faceted nature of this work has been graphically depicted by the U.S. Elections Assistance Commission, which I have included as page 2. Additionally, in my role I am often asked by county boards to better define the job responsibilities of an elections director and staff. The job descriptions enclosed encompass most of the duties performed by an elections director or elections specialist in any North Carolina county and detail all the many facets of an elections professional's work. Elections is one of the mandated services that a county must provide. In reviewing the spreadsheet of [county salaries as compiled by the UNC School of Government](#), consider that the elections director and staff's interaction with the citizens of a county really aligns more with the tax assessor or register of deeds when you consider the record keeping responsibilities, the interaction with a large volume of citizens in the county, the responsibility of protecting secure data and financial information, and the critical function in maintaining government operations – the continuity of government is completely dependent upon successful and accepted elections.

Please know I am available to discuss further the duties and responsibilities of the elections profession. I commend Kimberly and the Currituck County Board of Elections for ensuring fair and accurate elections. I thank them for their service to the citizens of Currituck County and thank you for your consideration.

Sincerely,

Karen Brinson Bell
Executive Director
North Carolina State Board of Elections

Election Administrator Competencies

■ Ongoing

■ Election Preparation

■ Election Night & Beyond



Source: EAC Communications Team.

Sample Job Description: Elections Director

FLSA Status: *Exempt*

General Definition of Work

Performs complex administrative and technical work planning, managing and conducting federal, state, county, municipal and special elections; supervising voter registration processes; budget preparation; precinct official training; voter and public education; compliance with state and federal laws; and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Elections. Departmental supervision is exercised over [Insert Positions such as Deputy Director, Election Specialists, Voting Systems Technician(s)], temporary employees, and precinct officials.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Administers the functions of the office of the Board of Elections, including the voter registration processes, the voter registration records, the regulation of contributions and expenditures in political campaigns, and the conduct of elections, adhering to those duties delegated to the county boards of elections in NCGS 163-33.

Administers all functions of the board of elections office to comply with mandates and directives by the Executive Director of the North Carolina State Board of Elections and provides information and guidance to members of the [COUNTY NAME] County Board of Elections in order to effectively comply with North Carolina election laws. Responds to state and federal law changes, implements changes to ensure county compliant with new laws, and educates the public about the impact of legislative changes.

Plans for various elections including primaries, second primaries, general, municipal, and special elections. Organizes and prepares for each election, including training precinct officials; preparing ballots, programming, and testing of voting machines; coordinating delivery of voting equipment, signs, and supplies to voting places; and arranging return of these items.

Recruits, manages, and trains staff and temporary employees, including employees for one-stop voting sites and election day precinct officials. Advises county Board of Elections regarding appointment and removal of employees and precinct officials.

Prepares and provides required and requested reports to the State Board of Elections and the Board regarding election activities, and to county administration staff regarding personnel, payroll, and finance.

Projects and recommends annual budget and budget amendments to the Board, supervising revenues and expenses of annual budget as appropriated by the county board of commissioners. Projects and plans for capital expenses, including office and voting equipment, recommending selection based upon requirements of state and federal election laws, and negotiating with vendors.

Organizes and supervises procedures and methods of receiving and processing applications for voter registration, including ascertaining that applicants are eligible to register in the county; ensures that voter registration records are updated to reflect changes of address, name changes and changes of party affiliation, including mailing out required notices for new registrations and changes to registration records. Supervises the removal from the voter registration records persons who have died, who have been convicted of a felony, and people who have moved out of the county.

Provides lists of voters requested by political parties, candidates, the general public and others.

Maintains custody of voter registration and other records in a safe and secure manner and location.

Ensures testing of voting equipment for accuracy of tabulation and function prior to elections and conducts post-election certification processes. Manages contracts for the voting systems and supplies, including printing of ballots.

Files candidates for election, including determining amounts of and receiving filing fees. Receives and verifies petitions for unaffiliated and official write-in candidates, and for qualifying a political party for ballot access.

Identifies number of voting places required and recommends locations; negotiates usage as needed. Ascertains that voting places and equipment meet accessibility standards established by federal and state government and prepares recommendations for Board approval for improvements to meet these standards.

Plans and supervises the printing and distribution of absentee ballots, ensuring compliance with all statutes and procedures issued by the State Board of Elections. Ensures the security of blank and voted absentee ballots.

Receives, compiles and reports unofficial election results to the media, candidates and citizens on election night and submits required reports to the State Board of Elections.

Aids the county Board of Elections when there are requests for recounts and in conducting recounts; and when there are election protests.

Prepares audit materials and official Canvass results. Submits Canvass results to the State Board of Elections and Clerk of Superior Court offices and maintains a copy of official results in the office archives. Furnishes certificates of election as directed by the county Board of Elections.

Administers campaign finance laws and regulations, receiving campaign committee disclosure reports and auditing the reports for compliance.

Coordinates Board meetings; prepares agenda and minutes of meetings; correspondence, resolutions, and reports for the Board; informs Board members of changes in election laws and/or procedural changes of implementation.

Issues notices and advertisements in accordance with North Carolina General Statutes.

Maintains public records in accordance with North Carolina General Statutes, managing public access, preservation and disposal.

Adheres to records retention schedule including preservation and disposal of records as prescribed.

Oversees the Board/office website; ensures that information on the site is accurate and current.

Analyzes statistical data regarding election results, voter registration statistics, legislation and regulations

Prepares maps of precincts and submits to State Board of Elections, North Carolina General Assembly, and other governmental agencies upon request or as required.

Ensures compliance with all State and County issued cyber security directives and implements practices to guard against security attacks, including cyber security and physical security.

Prepares and administers emergency management plan due to inclement weather, natural disaster, or other disruption in voting or election processes.

Assists the Board in receiving and investigating complaints and challenges of elections and voting.

Maintains expertise and knowledge of the State Election Information Management System (SEIMS) and ensures that the office staff has a working knowledge of SEIMS. Purchases and maintains computer system hardware for voter registration and voting equipment programming, in consultation with the staff of the State Board of Elections, SEIMS, and the county Department of Information Technology.

Attends SEIMS training and ensures that staff is also trained and proficient in SEIMS applications, policies and procedures.

Complies with the educational requirements of the State Board of Elections and county government, as well as participates in other educational opportunities to advance the director's knowledge of developments, compliance, and trends in election administration. Coordinates Board members' attendance of state and district seminars and meetings, including those held by the University of North Carolina's School of Government; receives training required and conducted by the State Board of Elections. Achieves and maintains certification issued by the State Board of Elections. Receives and maintains working knowledge of voting equipment and software programming of ballots.

Maintains an effective working relationship with the Board, public, precinct officials, the media and other employees and officials of local, state and federal government agencies. Prepares and distributes sample ballots. Provides education to voters, including public speaking engagements at meetings of political parties and civic organizations; and in writing and orally to various newspapers, television and radio stations, regarding voter registration, candidate filing and election processes and results.

Performs general office duties; answers telephone and greets visitors; receives inquiries and provides information or refers inquiries to appropriate personnel; responds in person, by telephone, and through correspondence to inquiries; provides information to the public, governmental offices, elected officials, media, candidates, political party representatives, etc., as requested.

Work is performed in accordance with federal, state, county, and municipal election laws, policies, and procedures.

Must apply independent judgment and interpret routine policies and regulations. Also exercise tact and courtesy in frequent contact with general public.

Knowledge, Skills and Abilities

Comprehensive knowledge of federal, state and local election and voting registration laws and regulations; comprehensive knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records; thorough knowledge of standard office practices, procedures and equipment; ability to solve problems within scope of responsibility; ability to plan, train and supervise the work of others; ability to establish and maintain effective working relationships with the Board of Elections, county officials, media, associates and the general public.

Education and Experience

Minimum of Associates/Technical degree, Bachelors degree or higher preferred, in business administration or management, public administration, political science, or related field and moderate experience in conducting governmental elections including some supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Ability to obtain North Carolina Elections Administrator certification within three years of employment and maintain certification; travel required.

Ability to obtain and maintain NC Notary Public Certification.

Possession of an appropriate driver's license valid in the State of North Carolina.

Sample Job Description: Elections Specialist, Deputy Director of Elections, or to be added to Elections Director

FLSA Status: *Exempt*

General Definition of Work

Performs specialized administrative and technical work supporting election-specific systems and procedures related to the conduct of federal, state, county, municipal, and special elections. Administers voter registration, absentee-by-mail voting, Geocode and mapping files, petitions, and National Change of Address (NCOA) and National Voter Registration Act (NVRA) programs. Assists in candidate filing, voting tabulation, campaign finance report auditing, and planning, managing, and conducting precinct official and one-stop early voting staff training. Utilizes specialized/field-specific software. Work is performed under the moderate supervision of the Elections Director. Regular oversight is exercised over precinct officials and one-stop early voting staff. *(Oversight/management is a distinguishing factor between Election Specialist and Deputy Director level position. See highlighted terms below to edit depending on classification. Other duties may need to be reduced for lower classification.)*

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Administers and accurately performs voter registration processes including registering voters, processing and record retention of voter registration applications and updates, corresponding with voters regarding registration records, removing voters from registration as necessary, and managing list maintenance of voter documents.

Maintains voter history and registration statistics; generates related reports and lists routinely and upon request.

Administers absentee-by-mail voting, including assisting with requests, fulfilling requests, processing ballots, and preparation of reports and/or documents requiring Board of Elections review and/or approval.

Maintains Geocode and mapping files. Works with county mapping department to implement mapping and addressing changes.

Processes provisional ballots; reports provisional ballot research to Board of Elections for review and/or approval during official canvass.

Processes petitions; prepares reports and other documents needed for review and/or approval by Board of Elections or State Board of Elections.

Trains and supervises precinct officials and one-stop early voting staff; works with other Elections Office staff to prepare and organize training and election administration materials.

Assists Elections Director with candidate filing, campaign finance report auditing, and other election administration processes.

Assists with auditing of election returns and voter history reconciliation.

Assists with voting equipment, polling place supplies, voting tabulation, and other election processes.

Performs general office duties; answers telephone and greets visitors; receives inquiries and provides information or refers inquiries to appropriate personnel; responds in person, by telephone, and through correspondence to inquiries; provides information to the public, governmental offices, elected officials, media, candidates, political party representatives, etc., as requested.

Work is performed in accordance with federal, state, county, and municipal election laws, policies, and procedures.

Employee must adhere to all security practices including state and county directives/guidance concerning physical security, cybersecurity, and access to office records in any format.

Employee must apply independent judgment and interpret routine policies and regulations. Employee must also exercise tact and courtesy in frequent contact with general public.

Knowledge, Skills and Abilities

Thorough knowledge of federal, state, and county laws, policies, and procedures pertaining to elections; ability to read, interpret, and apply. Comprehensive knowledge of voter registration policies, voting procedures, and maintenance and protection of voting registration lists and records. Comprehensive knowledge of software and hardware applications needed in the elections administration and voter registration processes.

Knowledge of various software applications, including but not limited to, Microsoft Office. Knowledge of modern office practices, procedures, and equipment. Knowledge of general accounting/auditing principles. Ability to communicate effectively in both oral and in written forms. Excellent interpersonal skills.

Education and Experience

Minimum of Associate's Degree from an accredited institution. Two or more years of elections administration experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Requirements

Must be physically able to operate a variety of computer equipment, office machines, and related tools and equipment, such as desktop and laptop computers, printers, monitors, and scanners. Must be able to exert up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting;

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.

Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Visual acuity is required for preparing and analyzing written or computer data, determining accuracy, measuring devices, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities. Work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of North Carolina.
Ability to obtain and maintain state certification; travel required.
Ability to obtain and maintain NC Notary Public Certification.