



**Elections Division
Training Coordinator**

- Primary job responsibility is to facilitate and schedule training and education for County and Municipal Election Commissioners, Circuit Clerk's, and Executive Party Members in order to carry out State, Federal, and local elections.
- Assists Assistant Secretary of State of Elections and Senior Attorney in conducting elections trainings and developing materials.
- Responsible for receiving Candidate Qualifying Documents and preparing documents for legal review.
- Schedules and prepares documents for the State Board of Election Commissioners Meetings
- Receives and maintains all municipal, county, and state election returns and certifications
- Prepares election results and certifications.
- Prepares commissions for newly elected officials following each election.
- Assists with records retention for election returns, candidate qualifying documents, and documents relating to the State Board of Election Commissioners
- Required to be logged into Elections Call Center at all times while present in office to assist constituents.
- Special projects as assigned by Assistant Secretary of State of Elections.

Requirements:

- Preferred general knowledge of the responsibilities of the Elections Division
- Preferred knowledge of state elections laws
- Strong computer skills; experience with multiple applications/programs
- Demonstrated written and oral communication skills
- Strong organizational skills; detail oriented
- Preferred experience in proofreading and/or editing
- Ability to adapt to changing situations, tasks and time pressures/deadlines

