

Elections Administrator

The Sioux County Auditor a candidate for a full-time **Elections Administrator** in the County Auditor's Office. This is a great opportunity for someone with elections experience and/or an office management background.

The qualified candidate should possess excellent written and oral communications abilities, analytical skills, strong organizational skills and attention to detail, supervisory and training skills, be able to adapt quickly in stressful or emergency situations, and the ability to conduct themselves in a professional and courteous manner. This position is public facing and requires non-traditional working hours before and after each election. The ability to read and interpret law from the Code of Iowa and Administrative Rules is a must. Must possess a high school diploma or equivalent. Full job description and application can be found at www.siouxcountyia.gov.

Salary range of \$55,000 to \$60,000 with a generous benefit package.

Please mail or email (auditor@siouxcounty.org) application, cover letter, resume, and references to:

Ryan Dokter, Sioux County Auditor

PO Box 18

Orange City, IA 51041

All applications and resumes' will be open to public inspection unless requested in writing to be kept confidential.

Submittals for this position will be accepted until the position is filled.

Sioux County is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristics as outlines by federal, state, or local laws.