

LEE COUNTY COMMISSION

Chairman
Jere Colley, *Probate Judge*
Mailing Address:
P.O. Box 2412
Opelika, AL 36803-2412
(334) 737-3660 phone
1-855-212-8024
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Members
Doug Cannon, District 1
Ross Morris, District 2
Jeff Drury, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Election Manager	Hours of Availability: Monday - Friday; 8am - 4:30pm
Closing Date: February 25, 2025	Position Announcement: PC02-04-2025
Work Location: Lee County, AL	
Division/Department: Probate Office	
Reports to: Probate Judge	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$58,684.03 - \$67,486.64

JOB SUMMARY: Assists Probate Judge with all functions associated with elections. Performs and/or assists with specific projects for the Chairman of the County Commission, working among internal and external governmental departments and agencies. Oversee the installation and maintenance of the Probate and elections information systems. This position provides direct support to the Probate Judge and the work is performed under the supervision of the Probate Judge, but considerable leeway is granted for the exercise of independent judgment and initiative.

ESSENTIAL JOB FUNCTIONS:

- Manages Elections for the Lee County Probate Office.
- Demonstrates familiarity with elections law and procedures.
- Demonstrates knowledge of operation and testing of voting equipment.
- Communicates with the Board of Registrars regarding voter rolls; prepares voter rolls for county and municipal elections.
- Coordinates the sorting and delivery of election supplies.
- Demonstrates knowledge of Probate procedures and office accounting, wills and estates, recording, records and licensing; renews and replaces driver licenses.
- Demonstrate knowledge of Ad Valorem taxes and assessments, tax sales and procedures for state and county.
- Demonstrates knowledge of Alabama Redemption Laws; implements procedures to comply with redemption laws.
- Facilitates successful administrative redemption of properties sold for delinquent taxes; performs calculations of sums due to administratively redeem property; communicates with redemptioners/purchasers and demonstrates knowledge of rights and responsibilities of each.
- Collects post redemption documents and disburses proceeds.
- Issues redemption certificates upon successful completion of redemption.
- Notifies taxing authority and other departments of successful redemptions.
- Demonstrates knowledge of post administrative redemption laws.
- Maintains permanent records of redemptions and indexes.
- Collects applications for tax deeds; demonstrates knowledge of laws related to issuance of tax deeds; collects documents required to issue tax deeds.
- Drafts tax deeds; issues tax deeds and collects fees; maintains permanent records of deeds and indexes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Substantial understanding of electronic data processing.
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Knowledge of applicable Federal, state and local laws and regulations.
- Knowledge of the state and local legislative process.
- Knowledge of county policies and procedures.
- Knowledge of research and analytical techniques.

- Knowledge of job-related software applications, such as Microsoft Office produces including Word, Excel, PowerPoint, and Access.
- Knowledge of Alabama Open Meetings law.
- Knowledge of Robert's Rules of Order.
- Knowledge of county budgetary procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and other modern office equipment.
- Skill and experience in budget creation and management.
- Skill and experience in professional project management.
- Skill and experience in establishing and implementing objectives.
- Skill and experience in handling and resolving complex problems.
- Skill and experience to prepare presentations based on various types of information designed for specific target audiences.
- Skill and experience in public and interpersonal relations.
- Skill and experience in the use of modern office equipment.
- Skill and experience in the installation, maintenance, and repair of computer networks, including hardware, software, and peripherals.
- Skill and experience in web site design and maintenance.
- Skill and experience in the management of computer databases.
- Skill and experience in supervising, training, disciplining, evaluating, and coordinating the work of others.
- Skill in oral and written communication.
- Ability to organize and complete multiple tasks with specific deadlines.
- Ability to coordinate multiple projects with various different entities.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

QUALIFICATIONS:

- Bachelor's degree and one (1) year of related experience, or equivalent.
- Possession of a valid driver's license issued by the State of Alabama.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Interested applicants may also fax a completed application to (334) 737-3609 or email to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).