

Secretary of State's Office
Assistant Secretary of State
Elections Division

The Elections Division has many roles in assuring that Mississippians' voices are heard clearly through the election process. These roles include training election officials, collecting campaign finance and lobbying reports, managing the statewide voter registry, collecting election returns, and assisting local election officials in carrying out their election-related responsibilities.

The Assistant Secretary of State is responsible for the following:

- Provide legal counsel to the Secretary of State and Elections Division regarding state and federal election law compliance including:
 - Conduct legal research and analyze state and federal election issues
 - Draft correspondence concerning election law and/or procedures
 - Provide guidance to the public and elected officials regarding election issues
 - Consult with other state and federal agencies on election matters
- Provide training to county and municipal election officials each year in the proper conduct of elections
 - Finalize and develop training materials/topics and provide training to election commissioners, circuit clerks, municipal clerks, and party executive committee members
 - Provide certification of mandated election training
- In conjunction with the Policy & Research and Executive Divisions, recommend and draft legislation that impacts the statutory duties of the Elections Division; provide responses to legislative committees or members, as requested.
- Oversee the campaign finance reporting functions of the agency including the continued development and implementation of a modern campaign finance system and reporting in accordance with the campaign finance laws of Mississippi.
- Oversee the lobbyist and lobbyist client reporting functions of the agency including the continued development and implementation of a modern campaign finance system and reporting in accordance with the campaign finance laws of Mississippi.
- Represent the agency at election-related events
- Coordinate with the Technology Services Division on technical projects and ensuring cybersecurity standards are established and met for all election related systems and services.
- Coordinate with the Communications Director on press questions regarding elections and developing communications strategies for election-oriented issues.
- Oversee disbursement of election-related funds: HAVA, Election Support Fund, and any other funds within the Division or assigned from Federal agencies.
- Propose budgetary needs for the Division and maintain the Division's financial operations within adopted budget; implement sound management and oversight to ensure allocated



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resources for the Division are expended within reasonable expectations of sound, conservative practice.

- Update all divisional publications (examples include, but are not limited to, State HAVA Plan, Campaign Finance Guide, Voter Information Guide, County Election Handbook)
- Ensure all required division updates, training calendars and publications are provided for the agency's website.
- Supervision of all election-related functions and Division Personnel.
- Membership and participation in the National Association of State Election Directors and Elections Infrastructure Information Sharing and Analysis Center.

Knowledge and/or Requirements:

- Active membership in the Mississippi Bar Association
- Knowledge of election laws, procedures, and processes
- Previous management experience
- Knowledge of legislative process
- Project management skills preferred
- Basic budgeting, finance or accounting skills preferred
- Federal grant reporting skills preferred
- Eligible to receive security clearance from the U.S. Department of Homeland Security's Private Sector Clearance Program
- Strong computer skills; experience with multiple applications, programs and databases
- Strong oral and written communication skills
- Preferred experience with proofreading and editing
- Demonstrated public speaking before large audiences
- Strong organizational skills; detail-oriented
- Ability to adapt to changing situations, tasks and strict deadlines
- Minimum 5 years of post-Law School work experience required
- NOTE: occasional travel required