



Michael Watson SECRETARY OF STATE

Secretary of State's Office Elections Audit Specialist Elections Division

Position Summary

The Elections Audit Specialist is responsible for conducting post-election procedural audits to ensure compliance with Mississippi election laws, accuracy of election records, and integrity of voting processes. This position performs detailed reviews of precinct-level documentation, voting equipment testing records, ballot accounting, and absentee and affidavit ballot procedures.

Essential Duties and Responsibilities

- Conduct audits of voting equipment testing, including review of Zero Tapes, Test Decks, and Results Tapes to verify accuracy and proper setup
- Validate that test results align with expected ballot counts and candidate totals; identify and document discrepancies
- Review Ballot Accounting Reports to reconcile total ballots delivered, voted, unused, spoiled, and returned
- Audit Seal Logs to ensure proper chain of custody and verify that all seals were properly documented and maintained
- Confirm documentation of ballot box transfers and receipt records
- Examine Affidavit Ballot documentation, including receipt books and envelopes, to ensure voter counts and ballot totals align
- Review affidavit ballots for completeness, accuracy, and compliance with legal requirements
- Identify and document issues related to voter eligibility, duplicate voting scenarios, or missing documentation
- Audit Absentee Ballot records, including BP-01 forms, ballot envelopes, and cure documentation (if applicable)
- Reconcile absentee ballot totals (issued, accepted, rejected) and ensure consistency with reported results and equipment tapes
- Review seal logs and handling procedures for absentee materials
- Document audit findings, discrepancies, and observations in a clear and detailed manner
- Provide written explanations for inconsistencies and assess potential impact on election integrity
- Maintain organized and accurate audit records for compliance and reporting purposes
- Special projects as assigned

Preferred Qualifications

- Strong attention to detail and ability to analyze and reconcile data
- Ability to review and interpret compliance-based documentation
- Strong written communication skills
- Experience in elections administration, auditing, or government operations
- Familiarity with election processes and ballot handling procedures

- Knowledge of Mississippi election laws and regulations
- The ability to maintain strict confidentiality and neutrality as work involves handling sensitive election materials
- May require travel to counties and precincts
- Work involves handling sensitive election materials
- Must maintain strict confidentiality and neutrality
- Ability to travel as needed to counties and precincts to complete audit functions