

**PROOF OF EDUCATION REQUIRED WITH APPLICATION
VACANT SEASONAL POSITION**

DEPARTMENT: BOARD OF ELECTIONS AND REGISTRATION

OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>

SUBMIT APPLICATION & PROOF OF EDUCATION: employment@spaldingcounty.com or 119 E. Solomon St, Room 110

CLOSING DATE: Position will remain open until filled

Job Title: Temporary Office Assistant
Salary: Pay Grade 7; Hiring Rate \$13.08 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Seasonal, during Elections, 8:00 am – 5:00 pm; M-F; overtime as needed.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High school diploma or GED equivalent required with a minimum of one year of experience in clerical/administrative work (or similar); or any equivalent combination of training, education, and experience which provides the required knowledge, skills, and abilities for this position.

GENERAL STATEMENT OF JOB: Under general supervision, performs various clerical duties and provides routine assistance in support of the general operations for Board of Elections and Registration. Is responsible for processing paper absentee ballots, providing public assistance, performing data entry, maintaining records, etc. Reports to the Elections Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes computer, typewriter, printer, facsimile machine, postage machine, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

Processes paper absentee ballots.

Performs various clerical duties such as typing, filing, data entry, addressing letters, preparing copies, processing incoming and outgoing mail, etc.

Answers incoming calls performing various related duties such as providing guidance and assistance, routing calls to appropriate personnel, taking messages, etc.

Assists with packaging materials for distribution and return to/from poll workers.

Operates and utilizes various types of office equipment such as a typewriter, printer, copier, computer, etc.

Files new voter registration applications.

Periodically audits absentee applications and returned ballots.

Assists Elections Supervisor with various duties such as pulling supplies for polling places, sorting and packing supplies in boxes for each polling place, and making copies.

08/04/21
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