

PROOF OF EDUCATION REQUIRED WITH APPLICATION

VACANT POSITION

DEPARTMENT: BOARD OF ELECTIONS AND REGISTRATION

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

APPLICATIONS/PROOF OF EDUCATION TO: employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office

CLOSING DATE: Position will remain open until filled

Job Title: Part-time Office Assistant (Position #1203)
Salary: Pay Grade 7; Hiring Rate \$14.58 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer

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 required with a minimum of one to two years of experience in voter registration or 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. Shall be a legal resident of and registered to vote in Spalding County and shall remain a legal resident and registered elector of Spalding County while employed.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes computer, 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:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Process voter registration applications and name/address changes. Enter all into database.

Provide customer service in the office and on the phone.

Perform regular voter list maintenance as required (deleting deceased voters, felons, etc.). Troubleshoot discrepancies when necessary.

Maintain the various voter registration card files (active/inactive, deceased, deleted, felons, etc.)

Maintain voter registration database (street index, combo, precinct, absentee subsystem, etc.)

Request and process downloads of database from the State. Generate and distribute statistical reports.

Process request for photo ID for eligible voters.

Process requests for absentee ballots – mail and in person. Balance processed applications and ballots with daily reporting from database during an election cycle.

Coordinates the early voting event prior to each election and processes these votes on election night.

Generate electors' list for Election Day.

Process provisional ballots following an election.

Maintain archived documents per mandatory retention schedule.

Performs various clerical duties such as typing, filing, making copies, processing incoming and outgoing mail, etc.

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

Interacts and communicates with various groups and individuals involved in the operations of the department including customers, other department personnel, election personnel from other counties and state election personnel.

12/30/22

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