



Deputy Registrar Part-Time Board of Elections

JOB SUMMARY

This position is responsible for assisting in the organization and coordination of election operations in Lamar County. This is a part-time position with no benefits based on a 29-hour work week with fluctuated hours during peak election season and some weekend work is required.

ESSENTIAL JOB FUNCTIONS

- Assists applicants in completing the voter registration process. Examines and processes voter registration applications via mail, electronically, or in-person; verifies voter information; enters information into a database.
- Maintains and updates voter registration records with changes, transfers, and cancellations; ability to research and process vital records and felon reports monthly.
- Scans, indexes, and files completed work.
- Sorts and processes incoming and outgoing correspondence.
- Performs routine clerical duties which include operating computer, printer, scanner, making copies, answering phones, taking messages, faxing paperwork, filing documents, greets visitors, and responds to inquiries and requests for information.
- Receives and processes absentee ballot applications, organizes the mailing of all absentee-by-mail voting ballots.
- Assists in completing administrative forms, reports, and submits documentation to necessary State agencies.
- Assists in conducting research and interpreting laws related to elections processes and procedures.
- Attends training and certification classes; assists with Logic and Accuracy Testing by programming and testing all voting equipment and memory cards; processes voters during early voting.
- Notifies poll workers of upcoming training opportunities and assists in conducting poll worker training.
- Organizes qualifying candidate information, records retention, ethics forms, and submits to the appropriate agency.
- Assists in tallying and processing election results.
- Maintains inventory of all office supplies and state election forms.
- Performs other related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the election process, policies, and procedures.
- Knowledge of related federal, state, and local laws.
- Knowledge of County geography.
- Knowledge of computers and job-related software programs.
- Skill in operating specialized elections equipment such as poll pads, touchscreen voting machines, printers, voting tabulators, and ICC (high-speed ballot scanner).
- Skill in oral and written communication.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Elections Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include County policies and procedures, State Election Board regulations, the Official Code of Georgia Annotated, and related federal, state, and local laws. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and coordination duties.
- The purpose of this position is to administratively support election processes for the County. Successful performance helps ensure citizens are able to cast their vote in fair and objective elections.

CONTACTS

- Contacts are typically with coworkers, other County agencies and employees, State agencies and employees, elected and appointed officials, and members of the public.
- Contacts are typically to provide services; or to give or exchange information.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table and intermittently standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, or a combination of education, experience and skills that meet the prerequisites of the position.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.

Employee Signature: _____

Department Head Signature: _____