



Registrar Full-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 full-time position with benefits that requires fluctuated hours during peak election season and some weekend work.

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 statewide voter registration system.
- Maintains and updates voter registration records with changes, transfers, and cancellations; ability to research and process vital records and felon reports monthly.
- Performs routine clerical duties which include operating a computer, printer, scanner, making copies, answering phone, taking messages, faxing paperwork, filing documents, greets visitors, and responds to inquiries and requests for information.
- Receives and processes absentee ballot applications received through the mail, fax, email, GARViS, ElectioNet & in-person; 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 the election process and procedures.
- Coordinates and implements preparation, distribution, and collection of election supplies and equipment. Orders and maintains office supplies.
- Attends training and certification classes; required to complete 12 hours of continuing education training through GAVREO conferences annually.
- Assists with Logic and Accuracy Testing by programming and testing all voting equipment and memory cards; assists with the early voting process.
- Notifies and coordinates poll worker training and scheduling during elections; assists in conducting poll worker training.
- Assists with candidate qualifying and maintaining candidate files. Acts as an assistant filing officer for State Ethics.
- Assists in tallying and processing election results.
- Receives payments and issues receipts for copies, electors' lists, qualifying fees, open records requests, and other documents.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the election process, voter registration, 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 applying applicable laws, rules, and regulations.
- 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

- High School Diploma or equivalent is required; proficient in Microsoft Office Suite, 5 years of related experience required with post-secondary degree; 2 years of directly related experience preferred, or a combination of education, experience and skills that meet the prerequisites of the position.
- Salary is commensurate upon experience with benefits.
- Sufficient experience to understand the basic principles relevant to the essential job functions 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: _____