**PEACH COUNTY, GEORGIA**

**CLASSIFICATION DESCRIPTION**

|  |
| --- |
| **CLASSIFICATION TITLE: Elections and Voter Registration Assistant** |

**JOB SUMMARY**

This position is responsible for ensuring that all voter registration in the county government is carried out in compliance with applicable laws and regulations, and for assisting with elections.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Enters data pertaining to lists of registered voters into the Georgia Online Voter Registration System daily (e.g., new voters, change of address, etc.).

Records, updates, and files voter registration information.

Assist with the following: absentee voting process: set up files, mails out absentee ballots, posts ballots in computer and on paper lists, verifies returned ballot signatures, gives credit for voting on paper applications and in computer system and places ballots in secure container.

Maintains all active and inactive voter files according to the Georgia Election Code.

Files, types, answers telephone and performs other general clerical duties as assigned.

Prints out daily Document Direct reports, transfers and other registration related reports.

Mails precinct cards, applications and letters to voters.

Prepares and submits requested reports to the Elections Supervisor.

Attends training session on registration and election laws annually.

Provides voter registration information as requested during voter registration drives; issues voter certifications and voter photo identification cards.

Assists with poll worker training, election preparation, Election Day and post-election processes.

Assigns voters to correct voting precincts: uses maps to locate roads in precincts; researches addresses; contacts Planning and Zoning Office to locate new roads, places information on existing maps for correct precincts.

Assist with the storage of all election materials and records; oversees destruction of election materials at applicable date.

Assist with preparing precinct supplies and signs for elections with appropriate amount of forms, signage and other supplies.

Assist the Board of Elections and Registration with duties as directed by the Supervisor.

# ADDITIONAL FUNCTIONS

Performs other related duties as required.

##### MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by additional training and course work in business or a related field and supplemented by up to two (2) years previous experience and/or training involving voter registration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain Georgia Election Official certification.

**KNOWLEDGE REQUIRED**

Knowledge of street locations, precincts and districts in Peach County.

Knowledge of applicable election codes.

Knowledge of modern office procedures.

Knowledge of basic bookkeeping, filing and record-keeping.

Skill in oral and written communication.

Skill in operating computer, facsimile machine, voting machine, etc.

Skill in report preparation.

**SUPERVISORY CONTROLS**

The Supervisor of Elections 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 final results.

**GUIDELINES**

Guidelines include the Georgia Election Code, Georgia Municipal Election Code, State Election Board rules, court rulings, federal Department of Justice policies and regulations, state and federal Attorney General rulings, the U.S. Constitution, and county election office policies and procedures. These guidelines are not generally clear and specific, and may require some interpretation in application.

**COMPLEXITY**

The work consists of interrelated clerical-type and customer service duties. Continual changes in relevant legislation and continued growth of the county contribute to the complexity of the work along with constantly shifting deadlines and procedures and performing multiple simultaneous operations.

**SCOPE AND EFFECT**

The purpose of this position is to assure that citizens are registered to vote and that voting records are maintained in compliance with the law. Successful performance facilitates the best possible service to Peach County residents and ensures valid election results. All clerical functions to support the elections mission are conducted by this job position.

**PERSONAL CONTACTS**

Contacts are typically with members of the general public, postal workers, government officials, poll workers, media personnel and co-workers.

**PURPOSE OF CONTACTS**

Contacts are typically to give or exchange information, provide services and to resolve problems.

**PHYSICAL DEMANDS**

Work is typically performed sitting at a desk with intermittent standing, stooping and lifting of light objects to moderate weight including voting machines and equipment (approximately 60 pounds).

**WORK ENVIRONMENT**

The work is typically performed in an office but occasionally in an outdoor environment.

**MINIMUM QUALIFICATIONS**

High School Diploma or GED

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

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 one to two years.

*Peach County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Peach County, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*