

Washington County, Georgia

Board of Elections

Part-Time Clerk

GENERAL NATURE OF WORK

Work involves clerical duties such as maintaining records and corresponding with voters. The incumbent handles applications for voter registration and absentee voting. Accurate records must be kept of voting procedures during an election. This position reports to the Board of Elections with daily direction and supervision by the Director of Elections.

EXAMPLES OF WORK

Essential Job Functions:

1. Registers new voters and issue state voter ID cards in accordance with Georgia Code and internal procedures for Washington County by accepting and processing applications of those who come in person and processing those who register to vote at the Department of Driver Services.
2. Maintains voter records by updating essential information in a timely manner and by removing voters that are no longer eligible to vote in Washington County. Completes daily reports to the state office through the new system on felons, the deceased, and those that moved within the county, out of the county or out of state
3. Maintains district and voting precinct maps and ensure that voters who ask are aware of their voting precinct and voting district.
4. Processes all absentee ballot requests including determining eligibility, mailing the ballots, receiving returned ballots, maintaining records of them and holding the returned ballots in a secure area. Updates voter history for those that vote by absentee ballot.
5. Maintains roll over lists of military, overseas, elderly, and the disabled as they request ballots for the year.

Other Job Functions:

1. Processes mail daily
2. Provides general customer service both in person and over the phone.
3. Disposes of old files in accordance with the Records Retention policy.
4. Orders and maintains office and voting supplies
5. Communicates with board members as needed
6. Other duties as assigned

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of Georgia Code that may affect registration and voting.
2. Ability to obtain the skills needed to use a computer and the state voter registration system
3. Skill in the use of other office equipment (including copiers, scanners, etc.)

4. Customer service skills
5. Proficiency with word processing

SUPERVISORY RESPONSIBILITY

None.

WORKING CONDITIONS

Employee regularly operates general office equipment, with little or no exposure to harm or danger.

TRAINING AND EXPERIENCE

High School Diploma or recognized equivalent.

NECESSARY SPECIAL REQUIREMENTS

Meet and maintain all requirements of changing state and local laws regarding qualifications of this position.

Travel out of town for training and meetings is required.