



Elbert County Elections Assistant Supervisor

JOB SUMMARY:

The Elbert County Board of Elections and Registration is currently seeking applications for an Assistant Election Supervisor. This position is full-time and may at times require some days of work to extend outside of normal business hours and Saturdays, particularly during Election Season. This position requires being flexible with hours.

The Elections Assistant Supervisor is to assist the Election Supervisor with providing a fair election and all primary tasks for this position. Such as maintaining records, providing support and clerical assistance, and all voting needs (in office and at the polling place), etc.

The Elections Assistant Supervisor must be able to address any questions and concerns through strong communication skills and knowledge of Elections

QUALIFICATION REQUIREMENTS:

High school diploma or equivalent required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have a valid driver's license and at least high school diploma or equivalent. One-year clerical experience and/or related experience, which provides the requisite knowledge, skills, and abilities for this position is required.

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide support and clerical assistance in the Board of Elections office.
- Maintain files and scanning voter registration data.
- Assist in data entry.
- Assist with in-person office voting.
- Assist with testing and updating all equipment prior to all Elections.
- Packing and moving of all equipment to and from Precincts.
- Participate in Risk Limiting Audits and Recounts.
- Assist in receiving and verifying completion of paperwork and equipment on Election night.
- Maintain street updates.
- Assist with redistricting.
- Help recruit, train, schedule and supervise poll workers and temporary employees.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the policies, procedures, and activities of the Board of Elections office as they pertain to the performance of duties relating to the position of Election Clerk.
- Knowledge of the terminology used within the department.
- Knowledge of the procedures and methods as required in the performance of duties.
- Ability to compile, organize, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to department and/or governmental regulations.
- Ability to communicate effectively with supervisors, other staff members, candidates, elected officials and the public.
- Ability to use independent judgement in routine and non-routine situations.
- Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.
- Ability to plan, organize, and/or prioritize daily assignments and work activities.
- Ability to comprehend and apply the regulations and procedures of the department.
- Ability to use word processing software, document imaging equipment, and electronic voting machines.

JOB RELATED REQUIREMENTS:

Work Schedule: 8:00 am to 5:00 pm Monday-Friday (flexible/varies). Full-time, Minimum 40 hours a week with overtime. This will include Saturdays during elections.

- May be required to work on religious holidays.
- Regular and predictable attendance is required.
- Must work cooperatively with others.
- Must attend Regional and State trainings/conferences.
- Must be knowledgeable and willing to learn multiple websites/ programs. Such as Excel, Power Point, etc.

A job application and a complete job description will be available at our website www.elbertga.us. Job applications can also be picked up at the Elbert County Board of Commissioners office.

Please submit your application and resume in person at the Elbert County Board of Commissioners Office or at the Elbert County Board of Elections and Registration Office (45 Forest Ave. Elberton, GA 30635). You may also submit your resume and application by email to: voteec@elbertga.us.