



Registrar Elections

ELEC/2 - 151

JOB SUMMARY

This position is responsible for registering eligible voters, maintain an accurate electors list, and for overseeing absentee voting in the county.

MAJOR DUTIES

1. Maintains voter registration records for all county voters.
2. Manages absentee balloting process for county and municipal elections; issues and mails absentee ballots.
3. Assigns voters to districts and precincts for county and municipal elections.
4. Disseminates information to the public.
5. Maintains accurate master list and prepares elector list before elections.
6. Notifies electors of polling place changes when the county is reapportioned or a change is made in polling places.
7. Performs voter list maintenance.
8. Oversees voter identification.
9. Verifies petitions.
10. Conducts high school, neighborhood, and community voter registrations.
11. Manages, trains, and evaluates staff.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of Georgia Election Code and the rules of the State Election Board.
2. Knowledge of the principles and practices of records management.
3. Knowledge of the installation and operation of election equipment.
4. Knowledge of standard management and supervisory practices.
5. Knowledge of computers and job-related software programs.
6. Skill in processing absentee ballots.
7. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
8. Skill in public and interpersonal relations.
9. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Elections and Voter Registration 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 Elections Code, Rules of the State Election Board, Rules of the Secretary of State Elections Division, county ordinances, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. Frequent changes in laws and regulations contribute to the complexity of the position.
- The purpose of this position is to assist in directing election activities. Success in this position contributes to fair and impartial elections.

CONTACTS

- Contacts are typically with co-worker, voters, candidates, elected and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Chief Deputy Registrar and other seasonal and part-time staff.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

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.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.