



## Chief Deputy Registrar Elections

ELEC/4 - 153

### JOB SUMMARY

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

### MAJOR DUTIES

1. Assists with the maintenance of voter registration records for all county voters.
2. Disseminates select information to the public.
3. Assists in the maintenance of accurate master lists and prepares elector lists before elections.
4. Assists in notifying electors of polling place changes when the county is reapportioned, or a change is made in polling places.
5. Performs voter list maintenance.
6. Checks and verifies voter identification.
7. Assists with election day absentee voting as needed or required.
8. Provides customer service to constituents and poll officials during advance voting.
9. Receives, stamps, and provides copies of Campaign Financial reports from candidates and elected officials.
10. Assist in organizing and implementing training sessions under the direction of the Chief Registrar.
11. Oversees the absentee ballot process, including the review and completion of absentee applications and the verification of voter eligibility, to ensure compliance with regulations and deadlines.
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 modern office practices and procedures.
4. Skill in the proofing of ballots.
5. Skill in the operation of computers and job-related software programs, including Microsoft Office.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.
8. Knowledge of the State of Georgia's voter registration system.

### SUPERVISORY CONTROLS

The Registrar 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 United States Code, 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 related administrative duties. Frequent changes in laws and regulations contribute to the complexity of the position.
- The purpose of this position is to provide operational support for the voter registration process. 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.
- The work schedule requires flexibility and availability, including early mornings and late nights during peak election tenures.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **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.
- Completion of State of Georgia County Election Official Certification and Voter Registration Association of Georgia Certification within six (6) 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 with 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 workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## MINIMUM QUALIFICATIONS

- Must be a U.S. Citizen.
- Must not hold a current Public Office position.
- Experience in elections, voter registration, or a related reporting environment, or an equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.
- Proficiency in Microsoft Office applications, with a strong emphasis on Excel.
- 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.