



Elections Clerk Elections

ELEC/5 - 149

JOB SUMMARY

This position supports the elections process by packing and providing supplies, preparing polling places for voting and maintaining inventory of elections supplies.

MAJOR DUTIES

1. Pack and supply boxes and crates for Fayette County's Precincts and Early Voting Locations. Ensure each precinct and voting location have the proper forms, oaths, paperwork and other supplies in support of Election Day.
2. Maintain an inventory of supplies and reorder as needed in support of current and future elections.
3. Assist Poll Managers on Pre-Election Days by helping them receive election supplies and assist Poll Managers on Election Night by receiving unused supplies.
4. Assist the Election Supervisor after Election Days to prepare for certifying the Election Results and preparing documentation to be sent to the Secretary of State's Election Division.
5. Assist other Election personnel by greeting citizens at the counter, assisting with voter registration inquiries, answering the phone and performing other general office duties.
6. Assists Technology Team as needed.
7. Maintain records as required by State law.
8. Enters data from voter registration applications.
9. Pulls and files new, deleted or transferred registration cards.
10. Verifies information on change/confirmation and precinct cards.
11. Sends letters to potential voters regarding additional information and rejections.
12. Sorts, dates and stamps mail.
13. Stays current on election laws and regulations.
14. Assists with election day and advance/absentee voting.
15. 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 computers and job-related software programs.
5. Skill in public and interpersonal relations.
6. Skill in oral and written communication.
7. Ability to work independently.
8. Ability to appreciate and like detailed work.
9. Ability to work a flexible and adjustable schedule.
10. Ability to work for "Called" Special Elections and regularly scheduled elections.

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 support the elections process by packing and providing supplies, preparing polling places for voting and maintaining inventory of elections supplies. 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; and provide services.

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 objects weighing up to 50 pounds, climbs ladders, and uses tools or equipment requiring a high degree of dexterity. Must be able to carry, lift, move and reach overhead.
- The work is typically performed in an office.

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. State of Georgia County Election Official Certification.

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 basic principles relevant to the major duties of the position, 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.