

**PROOF OF EDUCATION REQUIRED WITH APPLICATION**

**DEPARTMENT: BOARD OF ELECTIONS AND REGISTRATION**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers>

**SUBMIT APPLICATION & PROOF OF EDUCATION:** [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St

**CLOSING DATE: Position will remain open until filled**

Job Title: Elections Assistant  
Salary: Pay Grade 9; Hiring Rate \$42,536, annually  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8:00 am – 5:00 pm; M-F; overtime as needed.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High school diploma or GED; supplemented by college level course work or vocational training in office technology; supplemented by three (3) years previous experience and/or training that includes administrative and clerical work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have a computer aptitude and be willing to learn the elections system hardware and software. Experience with Microsoft Word Suite, Excel and Canva (or a similar software for composing elections flyers and public notifications. Must be able to work overtime during preparation for an election, on election night and as needed. **Spalding County Residence Required.**

**GENERAL STATEMENT OF JOB:** Under limited supervision, performs various administrative and professional planning duties. Provides assistance with managing current and long-range voter registration and elections planning. Assists in overseeing the ordering and inventory of all consumable supplies for the department. Performs any regular maintenance and checks on Election System equipment as specified by the SOS/CES or Elections Systems Vendors. Also responsible for assisting with day-to-day general operations of the department to include the Voter registration process. Reports to the Elections Supervisor.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office equipment, machines, and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of ten to twenty pounds.

**ESSENTIAL JOB FUNCTIONS:**

Prepares or completes various forms, reports, correspondence, notices, agendas, Power Point presentations and other documents.

Assists the Supervisor in training for all poll workers and managers and appropriate community outreach activities to educate public on ongoing changes to the election law and processes.

Assist the Supervisor with programming the necessary media to include smart cards, security keys, programming media for elections systems hardware during Election Preparation.

Assist the Supervisor and Election Board with Logic and Accuracy Testing. Assists with setup, securing, and removal of all election systems from precincts as well as during early voting.

Assists on Election Day and night support for any and all stakeholders in the elections process, including interfacing with external vendors or the SOS/CES as needed.

Assists with Election Night reporting and any other duties associated with accurately tallying vote totals and submitting them in a timely fashion to the SOS Portal.

Assist with the press for election night reporting and other duties as specified by the Elections Supervisor.

Sets up interviews with prospective Poll managers and poll workers.

Prepares or completes various forms, reports, correspondence, or other documents. Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Assists the Elections Supervisor with daily activities and the Election Day preparation and process, to ensure smooth and efficient departmental/office operations.

Assists the Elections Assistant with all processes and procedures which relate to the Voter registration process to include but not limited to the following: maintaining voter registration records, aiding with the redistricting process, processing voter registration records, and assisting when needed with all aspects of Absentee voting.

Answers the telephone; receives visitors; answers inquiries from the public; maintains schedules and calendars; makes appointments.

Enters data, processes, prepares and maintains correspondence, charts, forms, reports, studies, schedules, logs, handbooks, evaluations, records, or other materials; photocopies, faxes, and distributes documents.

Researches and compiles information for reports; enters data into computer.

Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards. Files office correspondence and other records; maintains records of various kinds of work done by the department.

Maintains inventory of supplies; orders or requisitions supplies as needed; obtains bids. Assists in processing incoming and outgoing mail.

Assist the Supervisor with the Ballot Build process as needed.

Performs work related to this job description as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Required to remain up to date on all elections systems software and procedural changes as specified by the SOS/CES or Elections System Vendors.

Is knowledgeable and proficient with computers networking technologies and hardware.

Must read, understand and interpret financial, technical and computer reports and related materials.

Knowledge of Microsoft operating systems, Microsoft Office, and other Microsoft products.

Must communicate effectively and interact with supervisors and all other groups involved in the activities of the department.

Shall assemble information and make written reports and documents in a concise, clear and effective manner.

Uses independent judgment as situations warrant.

Has the ability to comprehend, interpret, and apply regulations, procedures, and related information.

Skill in the identification and resolution of a wide variety of hardware, software, and computer peripheral problems.