



Elections Assistant (2092)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 10

Safety-Sensitive: No

Purpose

The purpose of this classification is to register all eligible citizens to vote and to assign voters to respective precincts in compliance with local, state, and federal laws to preserve fair and impartial elections.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Ensures all work activities are in compliance with all applicable local, state, and federal election and voter registration codes, laws, rules, regulations, standards, policies and procedures; maintains current, comprehensive knowledge and awareness of the same; and initiates any actions necessary to correct deviations or violations.

Processes voter registration applications: receives and reviews registration applications; assigns and records voting district and precincts; and updates and changes from voters and other agencies.

Removes ineligible voters from system: identifies and removes citizens who are deceased, mentally incompetent, felons, or registered to vote in another County or state; and removes cards from files as appropriate for cancelled voters or for voters who choose to be removed.

Maintains list reports: maintains reports to assist with cancelling voters; changes or adds street information to reflect changes or updates to district lines; and updates voter records to reflect current changes, such as redistricting after a census or annexation of areas from the County into the city.

Processes temporary voter applications: approves temporary voter status for approved voters; photographs voters with no identification; prints and issues Temporary Voter Identification Card (TVIC); and submits to agency for production of hard copy to be forwarded by mail.

Provides election information: provides information and answers questions regarding election dates, registration deadline dates, early voting dates, lists of candidates seeking office, absentee procedures, voter registration status, and other issues.

Assists with elections: ensures registration applications are processed in a timely manner; conducts all early and absentee voting in-person or by mail for Bulloch County and other municipalities within the County; and maintains list of those who have voted.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by two years of experience in voter registration and election activities; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice. (Created July 2019)