



Registration/Elections Technician, (PT) (3070)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 5

Safety-Sensitive: No

Purpose

The purpose of this classification is to process voter applications and assist voters before and during elections.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Processes voter applications: processes voter applications in person, via mail, electronically, and via DDS; updates voter addresses and name changes on computer; applies bar code to all voter registration cards; scans registration cards; contacts voters regarding any issues with applications.

Assists voters: provides homebound voters with any information needed to vote; registers unregistered voters for next election; faxes absentee applications to other counties when required; provides Temporary Voter Identification Cards (TVIC) as needed; and provides provisional forms when requested.

Performs clerical duties: alphabetizes and files processed applications; removes files of voters whose registrations have been cancelled and files them in the "non-active" drawer; answers phone and assists callers; determines nature of business and responds accordingly; and takes messages or forwards call to appropriate person or department

Assists with elections: trains and instructs poll workers; relieves poll workers for breaks; maintains security of voting machines; answers voter questions; prints out mailed ballots; compares signatures to those on file to confirm identities; processes returned ballots; and assists packing of results for transport to Clerk's office and the State Election Supervisor.

Provides equipment check: tests equipment, such as computers, printers, and scanners, before elections to ensure proper function; and fixes printer when malfunctioning.

Processes voting reports: processes reports for pending voters, such as DDS verifications, Social Security Number verification, and citizenship verification; and uploads reports from different states.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; previous work experience is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

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 and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

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. Some 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.

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