

CODE: 1060
GRADE: 13

THOMAS COUNTY, GEORGIA
JOB DESCRIPTION

JOB TITLE: ASSISTANT ELECTIONS SUPERINTENDENT
COUNTY COMMISSIONERS' OFFICE

GENERAL STATEMENT OF JOB

Under general supervision, performs routine to moderately complex administrative, secretarial, bookkeeping and clerical work in support of effective and efficient department operations. Work includes technical support for voter registration and elections processes. Work may involve performing basic clerical work, and record keeping duties. Work may include bookkeeping functions; providing secretarial support for the staff; making copies; sending files; keeping track of reports; and providing professional and courteous assistance to the public. Duties assigned to employees under this job title may vary according to needs of the office and/or proper allocation of workload. Reports to the Elections Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Organizes and directs voter registration drives and training; registers, deletes and updates voter information; provides registration information to the public; analyzes GIS data for errors in addresses, districts, precincts and municipalities.
- Receives notices of candidacy; accepts affidavits and qualifying fees
- Formats election data in software program to maintain chain of custody for all election equipment; checks ballot proofs for accuracy; uploads election night results.
- Performs absentee mail out ballot procedures; assists in the certification of absentee and polling place voting process and completes required forms; processes early voting applications.
- Conducts logic and accuracy testing on all election equipment prior to elections; performs maintenance on touchscreen, scanner and other voting equipment. Coordinates the delivery, recovery and control of election equipment. Troubleshoots equipment problems on election day.
- Prepares training equipment and materials for poll workers.
- Trains supervisors, assistant supervisors and election technicians from other counties.
- Assists with ordering election supplies.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

ACCOUNTING TECHNICIAN - ADMINISTRATIVE

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma with two to three years of responsible administrative, accounting, bookkeeping or clerical experience, or any equivalent combination of training and experience, in a related field, which provides the required knowledge, skills and abilities. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

SPECIAL REQUIREMENTS

Must have knowledge of GIS principles and practices; knowledge of federal and state election law; Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the County. Possession of Georgia Elections Official certification. Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve 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 (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, computer manuals, directories, maps, codes and ordinances, etc. Requires the ability to prepare reports, correspondence, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

ACCOUNTING TECHNICIAN - ADMINISTRATIVE

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).