



JOB OPENING

Troup County Government

Position: Administrative Clerk (PT)	Department: Elections & Registration	Salary: \$10.78/Hr
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Under general supervision and instruction this position is responsible for performing customer service, administrative and secretarial tasks in the Elections & Registration Office. This position requires some evenings and weekend work during elections.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Six months to one year related experience is preferred
- ⇒ Knowledge of customer service principles and practices
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of election and voter registration laws
- ⇒ Knowledge of departmental policies and procedures and relevant county policies and procedures
- ⇒ Ability to read precinct maps, street maps and road maps
- ⇒ Ability to establish and maintain effective working relationships with employees, public officials and the general public
- ⇒ Skill in the use of modern office procedures, office equipment and software
- ⇒ Skill in oral and written communication; skill in interpersonal communication skills and administrative skills

Essential Duties and Responsibilities:

- ⇒ Answers telephone, transfers calls and responds to inquiries related to functions of elections and registration
- ⇒ Screens incoming calls and correspondence and responds independently when possible
- ⇒ Responds to in-person inquiries and registers citizens to vote
- ⇒ Maintains files, records, various reports and other documents
- ⇒ Directs preparation and filing of documents with government agencies to conform with statutes
- ⇒ Creates and maintains database and spreadsheet files; coordinates scanning and indexing of all registration cards
- ⇒ Assists voters with Voter ID Cards; assists public by providing information regarding voting procedures
- ⇒ Assists in all PRE and POST Election Processes (preparing/proofing ballots, training poll workers, qualifying candidates, candidate packets, packing of materials for polls, Logic and Accuracy Testing, GEMS Server etc.)
- ⇒ Assists in all aspects of Ethics filing of candidates (accepting paperwork and sending to State Ethics Office)
- ⇒ Assists in all aspects of processing Absentee Ballots/Applications
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 08202020 Administrative Clerk

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace