



JOB OPENING

Troup County Government

Position: Administrative Clerk (PT)	Dept: Elections and Registration	Salary: \$ 10.78/hr
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This position is responsible for performing customer service, secretarial and administrative tasks in the Elections & Registration Office, working an average of 20 hours per week.

The qualified candidate will have:

- ⇒ High school diploma or GED from an accredited facility and six months to one year related experience and/or training
- ⇒ Current, valid driver's license
- ⇒ Proficient in the use of Microsoft Office Software (Word, Excel, Outlook) Publisher and internet use
- ⇒ Knowledge of modern office procedures and equipment; Strong clerical and typing skills
- ⇒ Knowledge of basic operations of Elections and Voter Registration
- ⇒ Knowledge of departmental policies and procedures and relevant county policies and procedures
- ⇒ Strong analytical, oral and written communication skills, strong interpersonal communication and administration skills
- ⇒ Marked ability to establish and maintain an effective working relationship with employees, public officials and the general public
- ⇒ Ability to read precinct maps, street maps and road maps
- ⇒ Ability to occasionally lift or move up to 50 or 60 pounds

Essential duties and responsibilities include the following:

- ⇒ 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
- ⇒ Assists voters with Voter ID Cards
- ⇒ Assists public by providing information regarding voting procedures
- ⇒ Coordinates scanning and indexing of all registration cards
- ⇒ 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

The Elections Supervisor monitors department and allows employees to work independently on a day-to-day basis to process all items on the State System(register voters, processes deceased voters, processes felons, etc.)

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

Job #: 04062017 Admin. Clerk

PT

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Tod Tentler

Tod Tentler, County Manager

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