

TITLE: Elections Officer

EL/2-150

DEPARTMENT: Elections, Fayette County

JOB SUMMARY: This position is responsible for assisting in directing election activities.

MAJOR DUTIES:

- o Assists in the coordination of elections.
- o Assists in hiring and training part-time election workers.
- o Plans and assists in supervising the absentee voting process; mails and accounts for ballots.
- o Recruits and hires poll workers; maintains records and correspondence concerning poll workers; finds replacement workers as needed.
- o Orders election supplies prior to each election; furnishes supplies to each precinct.
- o Assists in providing election information to news media, political parties, and the general public by telephone, correspondence, or in person.
- o Notifies voters of changes in polling locations.
- o Researches provisional ballots to determine eligibility.
- o Ensures that candidates and public officials are sent Campaign and Financial Disclosure reports; maintains and updates related files.
- o Attends continuing education classes.
- o Oversees street indices.
- o Processes employee payroll.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of Georgia Election Code and the rules of the State Election Board.
- o Knowledge of the principles and practices of records management.
- o Knowledge of the installation and operation of election equipment.

- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Elections Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Georgia Elections Code. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of varied administrative duties. Frequent changes in laws and regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in directing election activities. Success in this position contributes to fair and impartial elections.

PERSONAL CONTACTS: Contacts are typically with co-worker, voters, candidates, elected and appointed officials, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Elections Clerk (1) and other part-time and seasonal personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.