

TITLE: Elections Clerk

EL/3

DEPARTMENT: Elections, Fayette County

JOB SUMMARY: This position performs clerical duties in support of election activities.

MAJOR DUTIES:

- o Enters data from voter registration applications.
- o Pulls and files new, deleted, or transferred registration cards.
- o Verifies information on change/confirmation and precinct cards.
- o Sends letters to potential voters regarding additional information and rejections.
- o Sorts, dates, and stamps mail.
- o Answers telephone inquiries.
- o Attends Secretary of State hearings.
- o Remains informed of current elections laws and regulations.
- o Assists clients with campaign/financial reports.
- o Assists with the voting machine audit process.
- o Assists with election day and advance/absentee voting.
- o Assists walk-in clients with voter registration inquiries.
- 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 modern office practices and procedures.
- o Skill in the operation of computers and job related software programs.
- o Skill in public and interpersonal relations.

- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Elections Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established 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 related clerical duties. Frequent changes in laws and regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide clerical support for county 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, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee uses tools or equipment requiring a high degree of dexterity.

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

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 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.