

JOB TITLE: Administrative Clerk

DEPARTMENT: Board of Elections, Lowndes County

JOB SUMMARY: This position is responsible for Early Voting functions, street database maintenance, functions related to scanning files and moving the office to a paperless system, performing customer service functions; registering citizens to vote; maintaining related documentation and filing systems; conducting voter information activities, and monitoring off-site registration sites.

MAJOR DUTIES:

- Conducts Early Voting operations: completes required documentation, verifies voter eligibility, issues and explains ballots, and completes all associated documentation within State of Georgia deadlines.
- Backup function for GEMS operation and Logic and Accuracy testing in the absence of primary assigned personnel.
- Primary responsibility for street address and districting maintenance and redistricting functions using the ARCVIEW Geographical Information System, ElectioNet, Georgia Legislative Reapportionment documents and other address retrieval and mapping tools.
- Train and sometimes oversee part-time staff in the process of sorting, scanning, electronically organizing, and maintaining over 75,000 voter files, changing from a paper to a paperless voter registration filing system.
- Conduct problem resolution activities for processing non-verified voter registration forms, resolve database error reports.
- Customer service and provide registration information to the public.
- Update registration information, including processing names, addresses,

Social Security and Driver's License numbers, and precinct and district changes.

- Process electronic records from the Georgia Department of Vital Records and merges data with the Georgia ElectionNet system for voter reconciliation.
- Resolve duplicate voter situations in the State of Georgia, involving multiple counties' databases.
- Perform all EDEN billing and invoice processing, to include poll worker payroll for 25 – 125 poll workers.
- Maintains a current knowledge of laws pertaining to absentee, advance and mail-out voting and registration.
- Receive and certify candidate qualifying paperwork.
- Prepare billing data for municipalities after elections.
- Transcribe meeting minutes, Board Hearing recordings and other information as necessary.
- Assist in training poll workers and part-time staff.
- Prepares and submits required reports to the Supervisor of Elections or the Assistant Supervisor of Elections.
- Delete voter files within specifications as determined by the State of Georgia.

All other job duties as required: (to include, but not limited to, the following:)

Assist in the reconciliation and certification of all aspects of the Absentee/Advance/Polling Place voting processes and complete all associated required forms.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of state and federal election/absentee/advance voting laws and procedures pertaining to the maintenance of election files, absentee, advance and mail-out voting.

Knowledge of, and ability to use; ARCVIEW Geographical Information System, ElectioNet, Georgia Department of Driver Services database, Georgia Correctional System database.

Knowledge of modern office procedures to include paperless systems, scanning documents, and the organization and retrieval of scanned documents.

Knowledge of basic bookkeeping and statistical procedures.

Skill in maintaining multiple simultaneous records and filing systems with varying retention rates.

Skill in operating office equipment such as a computer, fax machine and multi-line phone system.

Skill in preparing reports.

Skill in oral and written communication, social media communication and systems, texting, online meeting formats and skype.

SUPERVISORY CONTROLS: The Supervisor of Elections or Assistant Supervisor of Elections assigns work in terms of general instructions. Completed work is checked for accuracy by the Supervisor or Assistant Supervisor.

GUIDELINES: Guidelines include the Georgia Election Code, State Election Board rules, court rulings, federal Department of Justice regulations, state and federal Attorneys General rulings, the U.S. and Georgia Constitutions, and election office policies and procedures. These guidelines are not generally clear and specific, and often require some interpretation in application and the development of procedures.

COMPLEXITY: The work consists of clerical, computer, multiple state interrelated database systems, and customer service duties. Continual changes in

relevant legislation and state-delegated functions, combined with the continued growth of the county, the constantly shifting deadlines and procedures, and the necessity of performing multiple simultaneous operations with constant interruptions, all contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist with the advance voting processes and all related activities; register county citizens to vote; and maintain all related registration records in the state-approved format. Successful performance helps ensure the best possible service to Lowndes County residents and Elected Officials, and ensures valid election results. All functions to support the elections mission are part of this job position.

PERSONAL CONTACTS: Contacts are typically with members of the general public, government officials from local to federal levels, poll workers, media personnel and co-workers.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide assistance or services and to resolve problems.

PHYSICAL DEMANDS: The work is performed while sitting at a desk or table, standing, or walking short distances. The employee must be capable of lifting equipment weighing 55 lbs., use equipment requiring a high degree of dexterity, and distinguish between shades of color and sounds.

WORK ENVIRONMENT: The work is typically performed in an office but occasionally can be performed in an outdoor environment with extreme South Georgia temperatures. Some functions include driving a county vehicle in both day and night environment (24 hours a day) and in inclement weather conditions. Some functions on Election Days may require 24 hours or more of continual work and at other times, overtime as necessary to complete state assigned tasks.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Occasional oversight of part-time personnel, oversight of Early Voting poll workers and functions.

MINIMUM REQUIREMENTS:

Ability to read, write and perform mathematical and statistical calculations at a level commonly associated with the completion of a four-year college degree or equivalent. A minimum of five years Elections experience and training to understand the basic principles and computer software programs relevant to the

Possession of or the ability to readily obtain a state level security clearance required for access to software, hardware, voter data and other information necessary in the conduct of the elections or investigative processes.