

**JOB TITLE: Assistant Supervisor of Elections**

**BOE/2/2014**

**DEPARTMENT: Board of Elections, Lowndes County**

**JOB SUMMARY: This position is responsible for providing administrative support to the Board of Elections, which includes supervising office operations and voter registration, preparing for elections, and maintaining records of election returns.**

**MAJOR DUTIES:**

**Primary responsibility for GEMS (Global Election Management System) for conducting elections and all associated voting data and reporting systems.**

**Primary responsibility for all Ethics functions – ensure all elected officials, candidates and committees are assigned to the correct reporting schedule, receive ethics forms, ensure all forms are correct, determine compliance, assess and collect fines when necessary.**

**Oversee, conduct and ensure compliance with all federal and state laws, State Election Board Rules, Judicial case rulings and Judicial opinions for Absentee by mail voting.**

**Oversee, conduct and ensure compliance with all federal and state laws, State Election Board Rules, Judicial case rulings and Judicial opinions for electronic voting for Uniformed Overseas Military voters and their families.**

**Assist the Supervisor of Elections as Regional Facilitator for eleven county elections offices, to include training new personnel, answering questions, making presentations to county commissions and answering procedural questions.**

**Assist the Supervisor of Elections in personnel evaluation and training.**

**Assist the Supervisor of Elections with quality control on all staff duties.**

**Assist the Supervisor of Elections in the testing of new software modules for ElectionNet, and training other counties in the systems when they come on-line.**

**Directs and oversees daily office operations; supervises personnel in the absence of the Supervisor.**

**Oversees the development and updating of the computer database of street addresses to ensure 100% accuracy.**

**Reviews database of entered applications for voter registration, ensuring 100% accuracy.**

**Assists the Supervisor of Elections in computerized development and design of ballots; prepares ballots for printing.**

- o Provides information about the electoral process and voting procedures to the media, government officials, the public, schools, and civic clubs.**
- o Attends training sessions on ethics, registration and election laws annually and at other times as necessary.**
- o Trains and supervises poll workers.**
- o Assists in the preparation of reports, maps, and other documents required by the U.S. Department of Justice, Georgia Ethics and other state and federal agencies.**
- o Supervises preparation of election supplies and equipment for deployment to the polling places.**
- o Maintains electronic records of elections.**
- o Assists the Supervisor of Elections with developing annual department budget.**
- o Takes notices of candidacy; accepts affidavits and qualifying fees.**
- o Supervises payroll preparation for all election workers.**
- o Runs tally, return, and recap sheets of votes cast for each precinct and runs recap for all absentee ballots.**

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- o Consolidates and certifies election returns to be sent to the Office of the Secretary of State and all other state and federal agencies as necessary.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of all applicable federal and state laws, Constitutions, State Election Board Rules and Judicial Rulings/Opinions governing voter registration and the election process.
- o Knowledge of streets, district lines, and voting precincts in Lowndes County and how they fit together as part of the ballot/voter/address coding process.
- o Knowledge of modern office practices and procedures.
- o Skill in reading and interpreting maps.
- o Skill in operating computer, voting machines, and all associated technical software, to include ElectionNet, ARCVIEW Geographical Information Systems, Excel, criminal databases, Department of Motor Vehicle databases. And other federal and state databases.
- o Skill in performing mathematical and statistical calculations.
- o Skill in dealing with the public.
- o Skill in oral and written communication, social media communication and systems, texting, online meeting formats and skype.

**SUPERVISORY CONTROLS:** The Supervisor of Elections assigns work in terms of general instructions. The work may be reviewed for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include relevant federal laws, the Georgia Election Code, State Election Board Rules, court rulings, and guidelines from the U.S. Department of Justice. These guidelines are not generally clear or specific, and y require some interpretation and the development of procedures in application.

**COMPLEXITY:** The work consists of highly complex interrelated technical duties requiring 100% accuracy. Frequent changes in laws, voting procedures, legal interpretations and response to Judicial opinions contribute to the complexity of the work. Short deadlines, frequent interruptions and constantly shifting priorities require mental and personality attributes not often found in average individuals.

**SCOPE AND EFFECT:** The purpose of this position is to assist in the oversight of the elections and voter registration process. Successful performance facilitates the electoral process and ensures maintenance of accurate records, which in turn contributes to the validation of election results.

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**PERSONAL CONTACTS:** Contacts are typically with members of the Board of Elections, co-workers, employees in other county departments, elected officials, employees of the Secretary of State's Office and the Department of Justice, judges, law enforcement personnel, news media representatives, and members of the general public. Training contacts include poll workers, other counties' elections office staff, municipal election supervisors and other counties' commissioners and elected officials.

**PERSONAL CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services, training and mentoring.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table, with intermittent standing, bending, crouching, or stooping. The employee must frequently lift light objects, occasionally lift heavy objects (55 lb voting machines), use equipment requiring a high degree of dexterity, and distinguish between shades of color and audio differences.

**WORK ENVIRONMENT:** The work is typically performed in an office but is sometimes performed in an outdoor environment under extreme heat conditions for long hours, requiring stamina. 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:** This position has direct supervision over all other full and part-time staff in the absence of the Supervisor, and functional supervision over temporary staff and poll workers (25 – 125 poll workers) during elections.

**MINIMUM REQUIREMENTS:**

Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to advanced management skills typically associated with a minimum four years of higher education. State certification courses (one year of training courses provided by the state) are necessary for this position.

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.

Competency and experience sufficient to thoroughly understand the work of all subordinate positions, to be able to answer questions and resolve problems, usually associated with five years experience or service.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.