

# Assistant Elections Supervisor

## Elections

### Position

Reporting to the Elections Supervisor, this position is responsible for supervising voter registration activities as well as assisting in the coordination of federal, state, county, and municipal elections within Bartow County.

**Salary:** \$51,771.00 to \$63,107.00/Annually DOE/DOQ

**Posting:** Until Filled

Submit resume to Bartow County HR via email to [cogginsm@bartowcountyga.gov](mailto:cogginsm@bartowcountyga.gov) or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

### MAJOR DUTIES

- Registers voters and researches and resolves unusual and/or complicated registration issues.
- Maintains correct street, precinct and district information for the county; audits streets to ensure proper districting.
- Processes and certifies absentee ballots.
- Researches and determines the result of provisional ballots to make recommendations to the Board.
- Researches and interprets national, state and local laws as well as the rules of the State Election Board and the opinions of the Attorney General.
- Supervises employees by assigning registration tasks, answering questions, and coordinating schedules.
- Drafts and maintains written procedures for voter registration.
- Conducts press interviews, prepares press releases and maintains social media accounts as necessary.
- Troubleshoots voting issues on Election Day and during the early voting process.
- Compiles legally-required paperwork and supplies for Election Day and early voting.
- Assists in tabulating and canvassing election results.
- Designs and presents poll worker training.
- Conducts voter education and voter registration drives.
- Attends intergovernmental meetings with city, other county, and state agencies.
- Maintains office supply inventory; reorders as needed.
- Performs the duties of the Election Supervisor in his or her absence.
- Serves as Chief Deputy Registrar for the Board.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of current state and federal election laws.
- Knowledge of the rules of the state election board.
- Knowledge of modern office practices and procedures.
- Knowledge of local streets, roads, precincts, and districts.
- Knowledge of computer equipment, programs, and security measures.
- Knowledge of general accounting and bookkeeping procedures.
- Skill in the maintenance of files and records.
- Skill in the provision of customer service.
- Skill in prioritizing and organizing work.
- Skill in the use of computers and job related software programs.
- 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 Election Code, federal statutes, rules of the State Election Board, and Board of Voter Registration and Elections policy. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative and supervisory duties in the maintenance of voter registration files and the coordination of local elections. Frequent changes to state and national regulations contribute to the complexity of the position.
- The purpose of this position is to assist in supervising the day-to-day operations of the office to provide assistance to the Board of Elections in the accurate registration of voters and in the conducting of elections. Successful performance contributes to the efficiency of county elections.

## **CONTACTS**

- Contacts are typically with co-workers, elected officials and candidates for elected office, members of the news media, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to motivate or influence persons, or to resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office and at voting sites.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has functional supervision over, Electronic Voting Technician (1), Logistics Coordinator (1), Absentee Ballot Coordinator (1), and Senior Elections Assistant (1).

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 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.
- Certification as a Notary Public or ability to obtain certification within six months of employment.
- GEOA certification or ability to obtain certification within six months of employment.