**Decatur County Board of Elections and Registration**

**122 W. Water Street P.O. Box 7428**

**Bainbridge, GA 39818**

**(229) 243-2087 Office (229) 248-3743 Fax**

*elections@decaturcountyga.gov*

**POSITION/TITLE: Clerk of Voter Registration**

* **JOB SUMMARY:** The Clerk of Voter Registration ensures voters are correctly maintained in state election database and files; ensures voters are assigned to the correct ENet combo based on research from the office’s Geographical Information System; assists with the administration of federal, state and local elections as assigned and directed by the Chief Elections Official and the Board of Elections; will become proficient in the legal and correct functions of the state’s Election Management System; will be certified and become proficient in the legal and technical aspects of elections; is highly involved in voter outreach and education; and, assist voters and the public with any requests or questions. Must be able to become proficient in the state’s legal and technical aspects of election laws, rules, software and computer programs.

**ESSENTIAL DUTIES:**

* Processes voter registration applications into the statewide voter database, ensuring their accuracy and correct assignments into political districts; assists with maintaining the voter lists and letters to voters requesting additional information; cross-checks voters with a state-supplied list of felons; and scans voter applications into the statewide voter database.
* Ensures voters are in assigned political districts and are correctly listed in the ENet statewide database after thoroughly researching their address information through Geographical Information Software. Must be knowledgeable of ArcView and its operation.
* Assists with the preparation and conduct of all federal, state and local elections as necessary and as assigned by the Chief Elections Official and the Board of Election. This includes assisting with the necessary research and preparation of absentee ballots and provisional voting, and the conduct of early tabulation as assigned. Maintains letters to voters concerning their provisional ballots.
* Assists with the logic and accuracy testing of voting equipment, the updating of electronic pollbooks, the operations of the Election Management System and election night tabulation as assigned by the Chief Elections Official. Must be able to understand functions of all voting equipment and to explain that function to the public or poll workers as necessary. Understands the basic elements of ensuring our computers, voting equipment and election infrastructure are safe from harm including any attempts at cyberattacks.
* Remains current on relative federal, state and local laws and regulations in relationship to voter registration, voter list maintenance, elections and Georgia’s Open Records and Open Meeting laws. Implements as directed by the Chief Elections Officials any federal, state or local directive concerning voter registration, elections and record-keeping.
* Remains current on Notary Public status, Driver Services search requests, and all necessary certifications. Must be able to travel out-of-town to attend necessary training, conferences or forums.
* Assists with the social and public outreach. Can become proficient in website maintenance and social media; offer original ideas in enhancing public outreach such as through social media.
* Implements and is actively involved in voter outreach and education, voter registration drives and other public engagements. Must be able to work nights and weekends as required.
* Attends as necessary poll worker training and assists with that training as directed by the Chief Elections Official.
* Assists with the successful operation of the Elections Office under the direction of the Chief Elections Official and the Elections Board as assigned and as necessary. May be required to supervise, as requested, part-time staff members and poll workers.
* Assists with document preparation, including the writing, editing and proof-reading of letters, ballots, news releases and other material.

**ESSENTIAL SKILLS:**

* Knowledge and comfortable with using computer technology, particularly data entry and voter registration processing via ENet; Geographical Information Systems; and election equipment including operations of pollbooks, voting equipment and tabulation equipment.
* Have a high level of accuracy in data entry.
* Have excellent customer service skills in person, by phone and email.
* Must have excellent writing, grammar and proof-reading skills.
* An ability to learn and abide by federal and state election laws and rules, and Board of Elections and Decatur County policies and procedures.
* Able to work in a stressful, fast-paced environment; ability to stand and sit for long periods of time; ability to lift at least 25 pounds on occasion; ability to work extra hours as required such as Election Day and weekends on occasion as necessary.
* Able to assist with all aspects of election planning, preparation and coordination as directed.
* Ability to work as a team. Ability to maintain effective working relationships with the Board of Elections, county officials, Chief Elections Official, part-time staff and poll workers, and the public. Can offer ideas and have originality that would benefit our voters, poll workers and the function of our office.
* Must adhere to strict standards of conduct; such as confidentiality of voter data; display impartiality concerning political opinions; adhere to our mission statement; and understand our political system and history of the election process.

**EDUCATION AND EXPERIENCE:**

* High school diploma or GED. Prefer some college.
* Three years’ experience in data entry and customer service. Prefer a certain level of supervisory experience.
* Proficient in Microsoft Office. Must have a level of comfort in learning and working new computer systems, including Geographical Information Systems and election-related computer systems.
* Preference will be given to applicants who have successfully served as a poll worker.