**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*

**JOB DESCRIPTION**

**Assistant Chief Elections Official**

**Job Summary**

The purpose of the Assistant Chief Elections Official position is to assist in supervising county elections and voter registration processes. The work consists of varied management and technical duties. Changes to laws and voting procedures, frequent interruptions, and strict deadlines contribute to the complexity of the work.

**Major Duties**

* Manages the day-to-day responsibilities of the statewide GARVIS election and voter registration database. Works with and directs as necessary the Clerk of Voter Registration in ensuring the county’s voter registration database is up to date and in compliance with all state laws, rules and best practices. Must be proficient in the following programs and applications:
* GARVIS, the statewide voter registration system.
* Title 21 of the state Election Code and State Election Board rules and regulations.
* EasyVote and all its modules such as Check-In, Poll Workers, Elections, etc.
* My Voter Page to assist voters with questions on their voting status.
* Department of Driver Services and the ability to cross check potential voters.
* Assist the Chief Elections Official with the Election Management System (EMS) to conduct elections. Must be capable of conducting all operations of issuing and tabulating Election Day, Advanced Voting, Mail-In Ballots and Provisional Voting, and ensuring all laws, rules and best practices are followed. Must have good working knowledge of the Dominion Voting System and KnowInk’s Poll Pads. Capable of conducting logic and accuracy testing of all voting components as required. Capable of managing election day, advanced voting and early scanning duties using EMS. Capable of issuing and receiving absentee mail-in ballots. Must be proficient in the following programs and applications:
* Elections Management System and Dominion Voting System’s main computer, central scanner, polling place scanners, ballot-marking devices and Poll Pads. Must be certified as soon as possible that would include the hands-on training provided by the Secretary of State’s Office.
* Title 21 of the state Election Code and State Election Board rules and regulations.
* EasyVote Inventory and Deployment module.
* Manages and assists the Chief Elections Official with the deployment and proper polling place setup. Ensures all necessary voting equipment and supplies are properly deployed to all the polling locations for each election, and ensures all equipment and supplies are retrieved and properly secured and stored. Must be proficient in EasyVote Inventory and Deployment module.
* Assist as necessary in greeting the public, answering the phone, and any public relations duties as they arise. As a part of these duties, it is important to know elections laws, State Election Board rules and regulations, and best practices. Must be willing and open to training opportunities such as regional training and state conferences. Also, must be knowledgeable with Georgia Open Meetings and Open Records laws. Must be able and willing to assist the Chief Elections Official in satisfying Open Records requests, ensuring those requests meet the law.
* Assist with the poll worker training and instruction of poll workers in Election Day, Advanced Voting and tabulation of votes and the conduct of necessary audits. Assist with the scheduling poll worker training, knowing the Poll Worker Manual and state Election Code.
* Assist with qualifying candidates for public office and ensuring all qualifying, campaign and ethics paperwork are in compliance.
* Assist with all proofing duties, which include proofing of ballots and all election-related packages; proofing of all publicly disseminated materials including facebook posts and other public relations materials. Must be able to engage with the public and be able to speak before the public about elections and voting.
* Assist with duties related to preparing for Board of Election board meetings.

**Knowledge Required by The Position**

Knowledge of federal and state voting rights laws.

Knowledge of state and federal elections laws.

Knowledge of county and department policies and procedures.

Knowledge of computers and job-related software programs.

Knowledge of personnel management principles.

Skill in the management of budgets.

Skill in the maintenance of official files and records.

Skill in the facilitation of meetings.

Skill in public relations.

Skill in oral and written communication.

**Demands of the Position**

* Although the work is typically performed while sitting at a desk or table, there may be times of standing, walking, bending and crouching.
* The employee should be able to lift at least 50 pounds, with the ability to lift at least 30 pounds several times during a short period of time.
* The employee must be able to go up and down stairs, and do it while maybe having to carry a box or other items.
* The employee must be able to work during the weekends, work days that may go longer than 15 hours, and work well under pressure.

**Minimum Qualifications**

* Knowledge and level of competency commonly associated with the completion of an associate’s degree in a course of study related to general studies or business.
* 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.