



## **Stephens County Board of Commissioners**

**P.O. Box 386  
Toccoa, Georgia 30577  
(706) 886-9491  
Fax (706) 886-2185**

Michelle Ivester, Chairman  
Dean Scarborough, Vice-Chairman  
Dennis Bell, Commissioner  
Debbie Whitlock, Commissioner  
Stanley London, Commissioner

Phyllis Ayers, County Administrator  
Beth Rider, County Clerk  
Brian Ranck, County Attorney

### **Job Advertisement Chief Registrar**

Stephens County Board of Commissioners will be accepting applications for a full time position as Chief Registrar.

The duties include, but are not limited to the following; coordinate and complete the administrative tasks required to maintain the voter registration process and assist citizens with the election process.

Minimum qualifications include a high school diploma or equivalent and a minimum of two years of experience in a clerical or administrative position working with the public; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Applications will be received at the Historic Courthouse, 37 West Tugalo Street, Toccoa, Georgia from 8:00am until 5:00pm through July 20, 2018 or emailed to [pbrowning@stephenscountyga.com](mailto:pbrowning@stephenscountyga.com).

Stephens County is a Drug Free Workplace and an Equal Opportunity Employer.