



**FORSYTH COUNTY**  
 Personnel Services Department  
 110 East Main Street, Suite 230  
 Cumming, GA 30040

<http://agency.governmentjobs.com/forsyth/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Election Equipment Coordinator, Voter Reg. & Elections**

*An Equal Opportunity Employer and Drug Free Workplace/Excellent Benefits*

**SALARY**

\$44,791.00 - \$71,665.00 Annually

**OPENING DATE:** 01/29/20

**CLOSING DATE:** Continuous

**POSITION INFORMATION:**

**JOB SUMMARY**

Maintains comprehensive and current knowledge of federal, state, city and county codes in order to interpret, apply and ensure compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations. Maintains a working knowledge of various computer systems and software applications associated with work activities. Maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate; attends and schedules staff members to attend the state mandated training conferences. Assists with creation of post-election audit trails to analyze data from elections.

Registers voters; creates and maintains spreadsheets; merges data into documents using templates; creates required forms and materials specific to each precinct; completes data entry, filing, answering telephone calls, interacting with the public, making copies, sending/receiving faxes, filing, processing incoming/outgoing mail and other administrative tasks.

Assists with ballot proofing, absentee voting processing, election night procedures, registration processing, testing and preparation of election equipment, and other related duties as required.

Assists the Director in compiling of the annual departmental budget; monitors expenditures to ensure compliance with approved budget; oversees, tracks and processes purchase order requisitions in the county financial program. Receives items purchased and enters them into program for payment. May be issued county purchasing card; adheres to county p-card policies.

Assists the Director with review, evaluation, creation and modification of voting precinct lines; implements reorganization and addition of new precincts when needed; locates adequate facilities to be used as polling places; ensures voters are assigned to their correct voting precinct.

In the absence of Director, provides monthly division activity reports to the Board of Voter Registrations and Elections; records meetings, transcribes and files Board minutes; researches and reports issues as directed by the Board. Prepares consolidated reports and paperwork needed to certify an election to the Board and to the Secretary of State, Elections Division.

Establishes and coordinates various system processing and procedures; performs varied complex tasks relating to the various systems and the statewide voter registration database and election programs.

**ADDITIONAL FUNCTIONS**

Performs notarization of documents as needed.

Will be required to work alternating and/or early/late hours during election times and near voter registration/election deadlines.

May be required to drive/operate a truck or other vehicle to transport election equipment/supplies.

***This classification is designed as a safety sensitive position, which is subject to random drug and alcohol testing and any other drug testing methods as stated in policies adopted by Forsyth County concerning drug and alcohol. Performs other related duties as required.***

**Assignment to Election Equipment Coordinator will include a concentration in the following duties:**

Coordinates, manages, oversees and performs duties related to elections: loads and creates election databases using the designated server; performs pre-election testing to validate functionality and accuracy of voting equipment; prepares voting units and accessories using Logic and Accuracy procedures; assists in resolving election equipment problems; ensures all necessary signs, supplies and equipment are provided to each polling place; creates Sample Ballots; ensures that Election Recap sheets and other election evidence is audited and retained as required; updates and assigns computers/laptops and equipment for use at Advance Voting locations; and performs various pre-, post- and day-of election duties.

Coordinates, manages, and oversees operations of the county's voting and elections system which incorporates proprietary hardware and software technology to allow voting in Forsyth County in accordance with Georgia Election Code Standards as mandated by the Secretary of State.

Coordinates, manages, oversees, and performs technical inspection and charging of all voting equipment on assigned schedule; utilizes checklist/spreadsheet to inspect all voting equipment for external and internal deficiencies; documents test results; repairs damaged equipment and supplies or contacts vendor for same; and maintains files as required. Performs Election Night and pre- and post-election certification duties including uploading election results and creating required reports.

Assists in hiring and managing of temporary employees. Provides technical support to poll workers and election officials on voting equipment; trains others in the use of equipment software; utilizes troubleshooting procedures to solve issues involving voting equipment; and coordinates other technical support personnel.

Coordinates, manages, oversees and performs preparation and distribution of election supplies and equipment for polling places from warehouse area; develops a delivery and collection schedule; prepares, gathers and stages various supplies and equipment for delivery using physical strength and tools such as a pallet jack; oversees and performs loading, unloading and return of same; inspects returning supplies and equipment.

Assists in procuring office and election supplies; maintains accountable equipment and supply inventory; maintains voting equipment inventory; uses barcodes, scanning equipment and physical inspection to track equipment location. Maintains vehicle maintenance of department vehicle(s). Serves as departmental Safety Officer.

**MINIMUM QUALIFICATIONS**

High School diploma or G.E.D; supplemented by **three (3) years of experience and/or**

**training** involving electronic voting systems (experience with Georgia voting system preferred) or voter registration systems (experience with Georgia voter registration system preferred) or computer hardware/software installation and maintenance or office administration or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Must obtain Georgia Election Official Certification within two years of hire.
- Must obtain and possess a Georgia Notary seal within 6 months of hire.
- Must possess and maintain a valid Georgia driver's license.

*Tasks may require sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds), pushing and/or pulling of a heavy wheeled cart*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/forsyth/default.cfm>

OR

110 East Main Street

Suite 230

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Job #01951  
ELECTION EQUIPMENT COORDINATOR, VOTER REG. &  
ELECTIONS  
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