Absentee Ballot Coordinator
Elections

Position
Reporting to the Elections Supervisor this position performs duties related to the processing and maintenance of absentee ballots as well as clerical and customer service support for office operations.

Salary: $33,218.00 to $38,917.00/Annual DOE/DOQ

Posting: July 27, 2022 through August 10, 2022

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

**MAJOR DUTIES**

- Oversees all processing and certification of absentee ballots.
- Handles in-person and phone inquiries about absentee balloting procedures from the public.
- Supervises, trains, and schedules temporary employees for absentee balloting as required based on workload assessment.
- Audits and stores absentee by mail ballots in accordance with state and federal law on an ongoing basis during election time.
- Handles all special cases in absentee ballots, including all associated correspondence.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Registers voters and updates current voter information.
- Scans, indexes and files completed work.
- Receives payments and issues receipts for copies, electors lists, and other documents.
- Maintains office supplies; reorders as needed.
- Maintains and updates voter files.
- Assists in maintaining candidate files.
- Sorts and processes mail.
- Assists with early voting procedures.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of computers and job related software programs.
- Knowledge of departmental policies, procedures and functions.
- Knowledge of Georgia voter registration laws.
- Skill in the provision of customer services.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Elections Supervisor assigns work in terms of somewhat 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 department and county policies and procedures as well as state and federal election laws. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
• The purpose of this position is to provide clerical and customer support for all absentee-by mail ballot process. Success in this position contributes to the efficiency of those operations as well as legal compliance.

CONTACTS

• Contacts are typically with co-workers, temporary employees in the section, representatives of the news media, elected officials, candidates for office, and members of the general public.
• Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

• The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
• The work is typically performed in an office and in a secured space in the elections facility.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned seasonal personnel.

MINIMUM QUALIFICATIONS

• Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
• Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.