Job Title: Chief Registrar
Department: Elections
Salary: Pay Grade 9; Hiring Salary Base: $14.97 – $16.52
Depending on qualifications and experience
This is a full time position with all county benefits

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JOB SUMMARY: This position is responsible for registering citizens to vote and maintaining related documentation. This person will be responsible for administrative and technical work and the day-to-day operation of the Voter Registration office. Major functions of the job include maintaining computer database of registered voters, issuing absentee ballots and assisting citizens with questions regarding registration and elections. This employee will work under general supervision and must demonstrate independence, attention to details and take the initiative to maintain accurate voter registration records. This person will also be assisting in directing the registration, voting, and election activities for the county and ensuring that registration, election laws and regulations are followed.

MAJOR DUTIES:

- Registers county citizens to vote; verifies application information; types registration cards and enters registration data in logbook; determines voting precincts, districts, and combinations for new voters.
- Answers the office telephone and provides registration information to the public.
- Updates registration information, including processing address, name, and precinct changes.
- Files voter registration cards.
- Mails precinct identification cards.
- Processes voter applications received through mail; requests additional information for incomplete applications.
- Maintains all active and inactive voter files for all municipalities in the county.
- Purges voter files as required.
- Issues absentee ballots.
- Assists with voter registration drives.
- Maintains a current knowledge of laws pertaining to voting, polling, and registration.
- Communicates with poll workers during elections to provide information and resolve problems as needed.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of state and federal election laws and regulations.
- Knowledge of the location of streets, subdivisions, and districts in the county.
- Knowledge of modern office procedures, including familiarity with MS Office.
- Skill in maintaining records and files.
- Skill in reading maps.
- Skill in operating modern office equipment such as a computer, typewriter, copier, facsimile machine, postage meter, and shredder.
Skill in oral and written communication.

**Requirements:**

- High school diploma or GED, supplemented by college-level or vocational course work in a related field.
- Two years professional related work experience; minimum one year in elections.
- An equivalent combination of education and experience may be considered.
- Must attend twelve hours State mandated training per year offered by the Secretary of State.
- Obtain the **GROC Georgia Registrar Official Certification**, within 6 months of starting the position.
- Must have and maintain a valid United States Driver's License (Class C), a satisfactory motor vehicle record (MVR) and the ability and willingness to drive a county vehicle; if assigned job duties require the use of a vehicle.
- Minimum 21 years of age.
- Employment is contingent on passing a mandatory Physical/Drug Screen/MVR and Background Investigation.

**Supervisory Controls:** The Elections Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**Physical Demands:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects up to 25lbs.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** Occasional management of Poll Workers assigned to work in the Elections and Registration office, to assist in the period of time leading up to an election.

**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.

*For full job description visit: [https://www.whitecountyga.gov/jobs](https://www.whitecountyga.gov/jobs)*