



**FLOYD COUNTY
HUMAN RESOURCES DEPARTMENT**

12 East Fourth Ave, Suite 102
Rome, GA 30161
(706) 291-5156 Office; (706) 233-0014 Fax
<http://www.romefloyd.com/>



AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND A DRUG FREE WORKPLACE

REQUISITION #

FLSA:

This register will be used to fill one current vacancy with the Elections department and used to fill temporary and permanent positions for the life of the register.

POSITION/TITLE: CHIEF ELECTIONS CLERK

Hiring Range:	Salary Range: \$44,774-\$71,639	Pay Grade: 21	OPEN COMPETITIVE
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JOB SUMMARY:

The purpose of this position is to manage the Office of the Board of Elections to include all registration activities, election activities, and general office administration.

ESSENTIAL FUNCTIONS:

- Manages all aspects of elections including hiring and training of poll workers, securing and staffing precincts.
- Conducts login and accuracy testing on all voting equipment.
- Directs voter registration activities, ballot preparation, election day activities, absentee voting, and election reporting.
- Maintains various records to include voter registration cards, voter lists, budget documents, etc.; verifies accuracy of entered data and makes corrections; conducts records maintenance activities in compliance with guidelines governing record retention.
- Ensures departmental compliance with Georgia election laws and all other applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates actions necessary to address and correct deviations or violations.
- Develops protocols for assessing and evaluating elections processes.
- Addresses operational complaints, concerns, and irregularities.
- Forecasts, proposes, and manages the office budget.
- Manages office staff to include performance reviews, corrective actions, and related employee relations activities.
- Maintains the Board of Elections website ensuring that the information is correct and current.
- Prepares and submits all forms and reports.
- Maintains a comprehensive, current knowledge of applicable laws and regulations.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or closely related field and three (3) years of experience as a public elections and registration official or an equivalent combination of education and experience. Must possess or obtain a professional certification as an Election Official within six (6) months of hire.

BENEFITS:

**Health/Major Medical
Dental
Long Term Disability**

**Employer-Paid Pension
Paid Holidays
Paid Vacation-Annually**

**Paid Sick
Incentive Pay & Longevity Pay
Free Wellness Clinic**

DATE POSTED:07/30/2021

APPLICANTS ARE ENCOURAGED TO APPLY BY: 08/13/2021

Note:For a detailed Job Description please contact the Floyd County Human Resources Office.