

**VACANT POSITION**

**DEPARTMENT: BOARD OF ELECTIONS AND REGISTRATION**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street, Room 110

**CLOSING DATE: JULY 1, 2021**

Job Title: Elections Supervisor (Position #1204)  
Salary: Pay Grade 21; Hiring Salary Range: \$47,565  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: 8:00 am- 5:00 pm; M-F; Overtime as needed.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Bachelor's degree with a minimum of three to five years of supervisory/management experience in public relations, voter registration/elections, or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a current Georgia Class C driver's license. Shall be a legal resident of and registered to vote in Spalding County and shall remain a legal resident and registered elector of Spalding County while serving as Elections Supervisor.

**GENERAL STATEMENT OF JOB:** Administers and supervises the conduct of elections, primaries and registration of electors for Spalding County and communities within the County. Follows all procedures of elections and registration as set out in the Georgia Election Code. Reports to the Board of Elections & Registration.

**PHYSICAL REQUIREMENTS:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**ESSENTIAL JOB FUNCTIONS:**

Oversees the voter registration process as well as all election processes for the County; supervises, directs, and evaluates assigned staff; processes employee concerns and problems; directs work; counsels, disciplines, and completes employee training sessions; prepares departmental budget and submits for approval.

Works with Voter Registration Clerks to conduct the registration process. Verifies evidence of new registration; processes new registration received in the mail; enters new registration into the computer, issues new registration certificates by mail; reviews and corrects new registration from audit trails, assists voters providing and changing registration information; provides each registered voter with an ID card; removes voter names from files who are deceased, bear felony convictions, or cancel. Compiles, reviews, and maintains all maps pertaining to election lines for precincts, congressional districts, senate districts, house districts, school districts, city and county commission districts, and reapportionment. Compiles, maintains, and enters into the computer an index of municipal and county street addresses with appropriate codes for all districts.

Plans, directs and/or coordinates elections held in Spalding County including general, primaries, municipal, and special elections; contacts and secures polling locations prior to each election; arranges for rental of necessary equipment at voting locations; notifies appropriate official media organ as required; prepares and hold qualifications for candidates; notifies candidates of required reporting; posts list of qualified candidates; prepares voter registration lists; prepares and orders paper ballots for absentees. Will obtain a Chief Manager for each precinct, direct them to submit names of two assistants and such clerks as necessary and shall conduct training sessions for all poll workers prior to each election. Remains at office on Election Day throughout the voting process to provide assistance and resolve problem situations. Prepares all required reports immediately after elections. Coordinates the maintenance of voting machines; ensures they are charged regularly; performs logic and accuracy tests on all machines before each election or as required. Prepares memory cards for each machine; programs machines and encoders.

Attends state meetings and conferences as required; attends training sessions as required.

Performs routine administrative and secretarial duties in support of the daily operations of the office; prepares and types correspondence, reports and related documents; operates office equipment; maintains filing system; maintains all required records; answers incoming calls; performs other related duties as required.

Coordinate and attends all Board of Elections meetings; calls Board of Elections for monthly meetings; notifies the media of Board of Elections meetings; prepares agendas for Board of Elections meetings; acts as recording secretary at Board of Elections meetings; prepares minutes for approval by Board Secretary and ultimately for Board of Elections approval.

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