



**FULTON  
COUNTY**

**FULTON COUNTY /**  
**JOB VACANCY**  
**PERSONNEL DEPARTMENT**  
**(404-730-6700)**  
**141 Pryor Street, Suite**  
**3030 Atlanta, GA 30303**

<http://www.fultoncountyga.gov>

**REGISTRATION CHIEF**

*It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.*

**SALARY**

\$73,131.00 - \$109,696.00 Annually

**OPENING DATE:** 07/28/21

**CLOSING DATE:** 08/04/21

**THE POSITION**

**UNCLASSIFIED POSITION LOCATED WITH  
THE DEPARTMENT OF REGISTRATION AND ELECTIONS**

**Minimum Qualifications:**

Bachelor's Degree in business or public administration, political science, or a related field required; supplemented by five (5) years of experience in performing voter registration duties, including planning and implementing registration and/or elections activities and 3 years of lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

**Specific Knowledge, Skills, or Abilities:** Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

**Purpose of Classification:**

The purpose of this classification is to perform duties related to planning, implementing, and managing operational activities for the Registration Division of the Registration and Elections

Department, including maintenance of State Voter Registration System, absentee voting process, and provisional ballot research and tabulations. This classification is distinguished from the Registration Manager in that this class prepares annual divisional budgets, implements policies and procedures related to laws governing voter functions, and manages assigned staff, whereas the Registration Manager oversees daily registration operations and staff training in addition to supervising assigned staff.

**Essential Functions:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; establishes workloads and prioritizes work assignments; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; makes hiring or termination decisions or recommendations; acts as a liaison between employees and management; and trains staff in regulations and laws, operations, policies, and procedures.

Plans and coordinates with division staff and other agencies: ensures that requests for information from outside agencies are comprehensive and submitted in a timely manner; ensures that division staff processes requests completely and timely; ensures division staff provides accurate information in response to agency requests; and responds to media inquiries related to registration issues.

Oversees maintenance of voter records; ensures that operations and activities are performed in accordance with established procedures, rules and laws; compiles and maintains voter lists from official voter registration records; conducts semi-annual audit of voter files; consults with division staff regarding purging of voter files, ensuring semi-annual purging of files; and oversees timely filing of voter registration applications.

Implements reapportionment functions as mandated by state law: reviews proposals and maps for accuracy; provides correct voter counts; and updates databases as needed.

Interprets and ensures adherence to all federal, state, and local laws and regulations governing voter registration, absentee voting, and election procedures; recommends and implements changes to processes and procedures as appropriate; ensures a procedure is written, updated and followed for each function or task in the division; confirms deadlines are met; monitors staff compliance; and initiates actions necessary to correct deviations or violations.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including Redistricting Reports, Felon Reports, Voter File Audits, and Electionnet Registration Applications; reviews, completes, processes, forwards or retains as appropriate.

Prepares or completes various forms, reports, correspondence, and other documentation, including bi-monthly and monthly operations reports, work schedules, ; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Manages and oversees voter registration operational processes, including absentee by mail voting and provisional ballot process and tabulations, updating and maintenance of the State Voter Registration System, and verification of petitions.

Consults with Geographic Information Systems (GIS) staff to resolve street index and mapping issues.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to registration and elections processes and procedures; maintains

an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; and attends workshops and training sessions as needed.

Attends and participates in Board of Registration and Elections meetings.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.fultoncountyga.gov>

OR

141 Pryor Street, Suite 3030  
Atlanta, GA 30303

EXAM #2001724.07.28.2021  
REGISTRATION CHIEF  
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## **REGISTRATION CHIEF Supplemental Questionnaire**

- \* 1. The answers you provide to the supplemental questions will be used to determine if you meet the minimum qualifications for this position. Your responses pertaining to specific work experience and education must be clearly shown in the areas for work history and education on your application. Your application must be completed in full before it is submitted. Please review all applications for accuracy and make all corrections before

submittal because errors can result in not meeting the minimum qualifications. We do not accept additional information after your application has been received by the Department of Human Resources Management. Do you accept these conditions?

- Yes
- No

\* 2. What is your highest level of education completed?

- High School Diploma or G.E.D. Equivalent
- Some College
- Associate Degree
- Bachelor Degree
- Master Degree
- Doctoral Degree
- None of the Above

\* 3. Which degree related to this position do you possess?

- Some College
- Associate
- Bachelor
- Master
- Doctorate
- None of the Above

\* 4. If you have received some college credits related to this position, but DID NOT receive your degree, how many college credits did you earn?

- 0 - 29 Semester Hours
- 30 - 59 Semester Hours
- 60 - 89 Semester Hours
- 90 -119 Semester Hours
- 0 - 44 Quarter Hours
- 45 - 89 Quarter Hours
- 90 - 134 Quarter Hours
- 135 - 179 Quarter Hours
- Does not Apply

\* 5. In what field of study related to this position do you possess an Associate Degree, Bachelor Degree, Master Degree, Doctoral Degree or have earned college credits?

- Business Administration
- Public Administration
- Accounting
- Economics
- Finance
- Political Science
- None of the Above

\* 6. How many months/years of work experience do you have performing voter registration duties, including planning and implementing registration and/or elections related activities?

- 0 to 5 months
- 6 months less than 1 year
- 1 year less than 2 years
- 2 years less than 3 years
- 3 years less than 4 years
- 4 years less than 5 years
- 5 years less than 6 years
- 6 years less than 7 years
- 7 years less than 8 years
- 8 years less than 9 years
- 9 or more years

\* 7. How long have you worked as a lead worker or supervisor of employees?

- 0 to 5 months
- 6 months less than 1 year
- 1 year less than 2 years
- 2 years less than 3 years
- 3 or more years

8. Please describe your Voter Registration experience.

\* Required Question