

Department of Human Resources

75 Langley Drive

Lawrenceville, GA 30046-6900

770.822.7915

www.gwinnettcountyjobs.com



Gwinnett County: Where service and community meet!

GWINNETT COUNTY

INVITES APPLICATIONS FOR THE POSITION OF:

**Elections Associate II
6251085002**

An Equal Opportunity Employer

SALARY

\$34,611.00 /Year

OPENING DATE: 06/01/16

CLOSING DATE: 06/16/16

THE POSITION

Gwinnett County Voter Registration and Elections is responsible for planning and organizing all election and voter-related activities and assists Gwinnett's cities and special districts with election preparations. The division is comprised of staff that are proud to be part of a team that works together to assure that every vote counts.

This is a broad classification in which incumbents may be assigned to voter registration duties, general elections duties, or elections supplies duties. The incumbent will print, research, and process various reports from both the State and County Voter registration systems; compose correspondences; maintain files and databases on precincts, elections workers, and election statistics. The ideal candidate should have word processing experience and strong reasoning skills.

The Grade for this position is B231.

Minimum Qualifications:

- High School Diploma or GED.
- Three years of elections experience related to area assignment.
- Valid Driver's License from state of residency.
- Available to work evenings, weekends and holidays.

For information related to position specific Essential Duties, Knowledge and Skills and Physical requirements, click [here](#).

NOTE: The class specifications listed on this site are not the official class specifications for Gwinnett County and are subject to change.

It is the policy of Gwinnett County to provide equal employment opportunities with regard to all terms and conditions of employment and to base employment decisions on job related qualifications of the applicants or the employee.

Elections Associate II Supplemental Questionnaire

- * 1. Have you ever worked either full-time, part-time, or as a temp in an Elections Office? If so, please provide the timeframe as well as a brief description of your work. If not, list "N/A" as your response.
- * 2. Do you have a minimum of three years' experience working in an Elections office?
☐ Yes ☐ No
- * 3. Do you have a Bachelor's or Master's degree? If yes, what field of study? If no, list "N/A" as your response.
- * 4. Are you available to work evenings, weekends and holidays? This is a requirement of the job.
☐ Yes ☐ No
- * 5. Are you familiar with public relation principles and/or training methods? If so, provide a brief description of your related experience.
- * 6. Do you have any community outreach experience? If so, please detail
- * 7. Do you have any marketing experience? If so, please detail
- * 8. Give an example of a time that you made a suggestion for an outreach activity/program that was successfully implemented.
- * 9. Give an example of an unsuccessful outreach activity/program that you planned or were a part of. What would you have done differently?
- * 10. Describe a goal that you set that you did not reach. What obstacles did you encounter? What steps did you take as a result?
- * 11. Describe three components of your management philosophy that demonstrate what you value and add to an organization's culture and work environment.
- * 12. How would you describe your level of proficiency with PowerPoint and Microsoft Publisher?
- * Required Question