

TALBOT COUNTY BOARD OF ELECTIONS & REGISTRATION
P.O. Box 8, 1761 Geneva Highway
Talbotton, Georgia 31827
Tel.706-665-8270 / Fax.706-665-2152

Job Classification - Title: ABSENTEE BALLOT CLERK/REGISTRAR
Type: Full time

This full-time position performs a variety of election and registration – related activities and duties and reports to the Elections Supervisor.

Duties and Responsibilities include but are not limited to the following. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Ability to work extended hours during peak election activity periods, including evenings and weekends is required

Assists in processing of absentee ballot applications and ballots

Oversees voter registration process by inputting and maintaining voter data

Helps to maintain orderly and current office files; Receive and process incoming mail

Front Line Customer service, face-to-face and via telephone to assist with Voter Registration, issuing voter IDs and updating voter records. Provides assistance to the general public and responds to routine questions, complaints or requests for service.

Maintain confidentiality of voter information and accuracy

Must be willing and able to become state elections certified within 90 days of employment or at earliest possible date training is offered by the Secretary of State if it exceeds the 90 day time frame.

Ensure compliance with all local, state and federal laws, codes and ordinances under the general direction of the County Elections Supervisor

Required to attend Round Table, state meetings and elections conferences to maintain certification

Helps to prepare for and conduct elections including assistance with setting up election sites, packing and distributing equipment and supplies and retrieving same from the precincts when an election is completed.

Performs other related duties as assigned and follows all procedures as set out in the Georgia Election Code to maintain compliance.

Minimum Qualifications:

- Candidates should possess excellent written and verbal communication skills and be able to work independently with minimum supervision.
- Minimum High School/GED required; or any combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Experience in elections is preferred, but not required
- Ability to read with comprehension and pay strict attention to detail
- Must be able to lift a minimum of 25 lbs.
- Must be proficient working with computers, printers and scanners.
- Knowledge of Word, Excel, PowerPoint and Outlook are required.
- Can quickly adapt to changes in laws, procedures, and requirements as applicable to the elections process Must maintain required state elections certification

Call 706-665-8270 for an application or submit your resume to the Talbot County Board of Elections, 1761 Geneva Highway, Talbotton, GA 31827. Applications can be mailed to Talbot County Elections, Attn: Sharita Trice, P.O. Box 8, Talbotton, GA 31827 or emailed to elections-registration@talbotcountyga.org.

Deadline for job posting January 31, 2024

Talbot County is an equal opportunity employer and a drug free workplace.