

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 - Elections Registrar Type: Part-Time

Duties and Responsibilities include, but are not limited to the following:

Complete data entry of voter registration cards, ensuring accuracy and completeness of voter records including scanning

Receive and process incoming mail and emails

Remove the names of the deceased, convicted felons, and those moved out of the county and out of state from the Georgia Voting and Registration Information System

Assist with Voter Registration, issuing voter ID's and updating voter records

Answer the phone in the Elections office and address voter inquiries and requests

Receive and process Absentee applications

Maintain the integrity and security of the Elections systems, paper records, voter registration cards and voting equipment

The ability to work additional and extended hours during peak election periods, including evenings and weekends if required

Work with the Elections Board on Election Day to prepare for and conduct elections

Performs other related duties as assigned and follows all legal procedures

Minimum Qualifications:

- Experience in elections is not required
- Minimum High School/GED required; or any combination of education, training, and experience that provides the necessary knowledge, skills, and abilities for this job
- Candidates should possess good written and verbal communication skills and be able to work independently with minimum supervision
- Ability to read documents with comprehension and pay strict attention to detail
- Basic computer skills and working knowledge of Word, Excel, and Outlook
- Must complete required state elections certification as a registrar within 30 days of employment
- Must be able to lift a minimum of 25 lbs.

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

Deadline for Job Posting January 31, 2024

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