

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY GOVERNMENT**

POST DATES: 07.24.2015 to 08.07.2015		EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Deputy Registrar			
JOB CLASS (GRADE):		HOURLY RATE: \$11.96	
WORK HOURS: 8:30 AM to 5:30 PM		WORK WEEK: Monday – Friday <i>(Some weekends as needed)</i>	
DEPARTMENT: Board of Elections			
DEPT. HEAD: Jeanetta Watson			
		(X) REPLACEMENT	() NEW REQUIREMENT

JOB SUMMARY:

The Deputy Registrar is responsible for maintaining voter registration and other election-related records in accordance with Georgia Secretary of State Laws and Federal Regulations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ensures voter registration records and absentee voting by mail and in person are processed and maintained in compliance with Federal, State, County and Municipal laws/regulations.
- Assists customers; responds to questions and requests from the public.
- Reviews voter registration applications; informs applicants of any insufficient information needed.
- Assists with proofing of ballot styles and post-election audit reports.
- Processes mailed absentee applications and ballots.
- Pulls reports and correspondence related to mail absentee ballots.
- Pulls reports and processes conviction notices as furnished by the Secretary of State/Superior and District Federal Courts.
- Processes voter registration applications, absentee ballot applications and takes photo IDs.
- Maintains proficiency in recordkeeping of correspondence and filing records.
- Performs other duties of similar nature as assigned by Chief Registrar and Election Supervisor.

- Assists the public with voter registration; verifies proof of voter eligibility; assists applicants with application process; administers oaths; assigns polling locations; ensures new data and other pertinent information are entered to Georgia Secretary of State ElectionNet system.
- Ensures voter registration files are updated properly by removing the names of deceased and convicted felon voters from the list of eligible voters, making address changes, obtaining proper forms for registration and cancellation, and performing other related functions.
- Reviews precinct and district maps.
- Assists Chief Registrar with the training of registrars at local high schools, vocational schools, private schools, colleges, and universities.
- Records and preserves official documents.
- Processes incoming and outgoing mail.
- Overseas absentee ballot process; oversees the completion of absentee applications; verifies voter eligibility; lists voters name on TS Absentee Log; programs the correct ballot style for the voter on a voter access card using an assigned Touch Screen Unit; issues voter access cards and directs voters to the assigned Touch Screen Unit; retrieves voter access cards. Answers Department telephone; directs calls; and takes messages.
- Greets and assists the public in the office and performs related clerical duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Deputy Registrar must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of relevant laws governing voter and election process.
- Knowledge of the State of Georgia ElectionNet System, Touch Screen Voting Unit, Express Poll, OS Unit (optional scan), Electronic Ballot Printer, and Voter ID equipment.
- Knowledge of personal computers and proficiency in Microsoft Office products.
- Ability to maintain accurate reports weekly and monthly (transfers, felonies reports and etc.)
- Skills in effective oral and written communication.
- Ability to maintain appropriate confidentiality and security of private or confidential information.
- Ability to work effectively with members of all levels within the organization and public.
- Ability to show good judgment, consistency, timeliness, and respect in decision-making.
- Ability to type forty (40) words per minute.
- Ability to achieve results on a timely basis.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Deputy Registrar should possess, at minimum, a high school diploma or equivalent and at least three (3) years' clerical office experience, preferably in elections; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

- Maintain Deputy Registrar certification by the Georgia Secretary of State.
- Attend training when necessary.
- Ability to work extended hours and weekends during the Elections cycle.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

The Deputy Registrar is required to travel minimally but may be required to do so on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL
JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, coworkers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

Revision: standing, walking, computer use are daily frequent requirements (These demands will not fall under light demand)

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

Please complete the General Application on our website or you can pick up an application at our office located at 682 Cherry Street, 4th floor, Macon, Georgia. Submit with resume, educational history and two letters of Professional Recommendation.

We are an Equal Opportunity Employer