



JOB TITLE

Elections Clerk

DEPARTMENT

Elections

JOB SUMMARY

Answers switchboard phone for the Board of Elections and assists in tasks associated with Elections and Voter Registration. This position requires excellent customer service. Position requires longer working hours during advanced voting and election day.

MAJOR DUTIES

- Answers main telephone line for the Board of Elections.
- Processes applications for absentee ballots; mails and processes absentee ballots as requested.
- Communicates with voters and poll workers to resolve problems and answer questions during early voting and on Election Day.
- Attends training sessions for Elections and Voter Registration.
- Coordinates and inventories election related forms.
- Assists with Poll Worker Training.
- Coordinates scheduling and payroll for poll workers.
- Assists with voting registration tasks.
- Assists with early processing of Absentee by Mail.
- Assists with post-election Audit.
- Assists with post-election canvassing.
- Assists with Ethics and Campaign Finance reporting.
- Assists with preparing precinct election materials and forms pre-election.
- Assists with receiving precinct election materials and forms election night.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Strong attention to detail and accuracy.
- Strong communication and interpersonal abilities.

Qualified persons may apply at
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website, WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to jobs@baldwincountyga.com.

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER