

Position Title: Part Time Clerk, Registrar's Office
Department: Registrar
FLSA: Non-Exempt
Reports To: Election Supervisor

Job Summary:

Under general supervision, a person in this position maintains updated voter lists, assists with voter registration, responsible for issuing, receiving, recording and maintaining records concerning the Registrar's Office. This person is also responsible for many other duties that apply to this position.

Major Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required or assigned.

- Maintains updated lists of county voters, registers new voters, removed deceased, convicted felons, and former residents from voter lists.
- Maintain files of all voters, current, deceased and deleted.
- Aids voters applying for absentee by mail ballots.
- Aids voters with any problems they may have concerning their rights and responsibilities.
- Performs related duties as required.

Desired Knowledge, Skills and Abilities:

- Skill in the use of typewriter and other office machines.
- Skill in meeting and dealing tactfully and courteously with the public.
- Skill in Microsoft Office Applications (Word, Excel, Outlook).
- Ability to understand and follow written and verbal instructions.
- Ability to work while standing, stooping and bending.
- Ability to learn laws pertaining to voting in Georgia Election Code.
- Ability to learn office practices and procedures.

Materials and Equipment Used:

Typewriter	Fax Machine
Coper Machine	Computer

Minimum Qualifications:

- High School Diploma or equivalent.
- At least one (1) year experience in general office and clerical work.
- Experience in customer service or public contact.