

February 12, 2015

Job Title: Elections Coordinator

Approved by the Hart County Board of Elections and Registration:

Department: Hart County Board of Elections and Registration

Job Summary:

The purpose of this classification is to serve as an Elections Coordinator for the Hart County Board of Elections and Registration. This employee will report directly to the Chairman of the Board of Elections and Registration.

Major Duties: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

The Elections Coordinator works with the Board of Elections and Registration, preparing and holding elections, programming voting machines, encoders, and maintaining records.

This job requires ability to develop objectives, administer policies and procedures, plan activities, develop and implement long term goals for the department in order to promote effectiveness and efficiency.

Helps recruit, train, and supervise poll workers, and submit payroll to Human Resources.

Drafts annual budget for office and all elections; executes the approved budget; submits approved supplemental budget requests.

All reports are approved by the Board of Elections and Registration upon submission to the Board of Commissioners. Prepares approved reports; including reports to the Board of Elections, state, federal, local government, and citizens.

Receives notices of candidacy; determines qualification of candidates; accepts affidavits and qualifying fees.

Serves as filing Officer for candidates, including receiving and inspecting personal and campaign financing disclosure reports; maintains reports for public inspection; notifies candidates of filing dates and technical violations; notifies State Ethics Commission of candidates qualifying for election; notifies commission of those who fail to file reports. Affidavit of candidates intent not to exceed \$2,500 in contributions or expenditures.

Requires knowledge of the principles, practices and procedures of the County Government, the operations and functions of the Board of Elections Department, and extensive knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.

Requires knowledge of all applicable federal, state and municipal laws governing registration and the election process, street location, precinct districts and lines, report preparation and policies, procedures, and activities of the Board of Elections Department. Requires comprehensive knowledge of the terminology used within the department.

Provides information about the electoral process and voting procedures to the media, government officials, public schools, and other organizations.

Prepares and publishes election notices as required by law including submitting pre-clearance matters to the United States Justice Department and legal notices for publication in the newspaper.

Attends required training sessions concerning voter registration and election laws; attends training on all election equipment used in Hart County.

Maintains custody of records of all elections, registration information, campaign contribution reports and financial statements.

Supervises the petition process to include nomination and Recall petitions; coordinates the establishment of precinct voting sites in accordance with applicable laws.

Programs memory cards, electronic express poll books, and encoders using the GEMS server for each AccuVote machine prior to all elections.

Coordinates and assists in the AccuVote Logic and Accuracy test before each election.

Prepares and orders ballots, sample ballots, and absentee ballots; coordinates and supervises the tabulation of ballots and the preparation of certified election results.

Maintains and provides voter registration lists for the city of Royston, Canon, Bowersville, and City of Hartwell. Oversees credit for voting being entered in the State computer in a timely manner. Prepares and holds elections for municipal elections where contracted.

Coordinates, supervises, tabulates, and posts the results of absentee and advance voting to include the mailing of ballots and voting in the office.

Locates voter registration sites; and coordinates the establishment, and maintenance of permanent voter registration sites and polling places.

Selects and equips polling places. Checks polling places to make sure election laws are being followed.

Trains and deputizes all deputy registrars; coordinates the actions of all county departments that support primaries and elections.

Maintain current election map for districts; reassigns all voters to their respective districts; oversees redistricting assignments.

Coordinates and supervises the tabulation of ballots, the preparation of certified election results, the announcement of election results on election night and the consolidation and certification of results to Secretary of State.

Maintains accurate voter registration records.

Determines equipment needs, supply, and facility requirements; oversees the maintenance of election equipment. Keeps abreast of any changes in policy, methods, operations, and budgetary constraints.

Ensures adherence to established safety procedures, county safety policies, and procedures to ensure safety of employees and other individuals.

Requires the ability to effectively communicate and interact with the state, county staff, elected officials, vendors, auditors, public institutions, and the general public regarding departmental operations.

MINIMUM QUALIFICATIONS: High school diploma, GED equivalent. Must attain and maintain Georgia Elections Official Certification within a reasonable amount of time. Must be registered as a Notary Public. Must possess a valid driver's license with the ability to attain a valid Georgia driver's license.

Requires the ability of utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

Requires proficiency in basic computer IT: The candidate will be required to operate all forms of general office electronics. These systems include, but are not limited to telephones, fax/copier/scanners, election label systems, bar code scanners, computers, printers, and all other electronic devices.

Full knowledge and command of Microsoft office products is required as well as an aptitude to learn and operate many other elections related applications required by Office of the Georgia Secretary of State.

Physical Ability: Tasks require the ability of exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-30 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Job Requirements:

Must pass Background Check

Shall take an Oath of office required by Official Code of Georgia Annotated, OCGA 21-2-70
Section 15-C