

NOW HIRING

THE GEORGETOWN-QUITMAN COUNTY ELECTION BOARD IS SEEKING A

PART-TIME ELECTION SUPERVISOR/REGISTRAR.

JOB SUMMARY: The election supervisor is responsible for the operation of the elections function of quitman county, ga. the scope of elections includes registration of voters, correspondence with the ga. secretary of state, open record requests, preparation for election days, election day functions, election equipment management, election day staffing, meeting attendance, and continuing education.

JOB DUTIES ARE BUT NOT LIMITED TO:

- Interpret & answer inbound voter & open record requests.
- Perform operations in all election systems & correctly complete the paperwork required.
 - Hire, train, and manage election day workers.
 - Become the county expert on all election systems.
 - Accurately execute voter registration process.
 - Ensure accurate and efficient election day results.
- Protect and manage election equipment, stored files, and other election materials.
 - Attend and serve as secretary for all election board meetings.
- Attend continuing education classes and conferences as needed.

JOB REQUIREMENTS:

- High school diploma or equivalent.
- Ability to learn election related computer applications.
- Good general knowledge of MS office and email.
- Must possess excellent organizational skills with the ability to organize data and material with strong attention to detail and handle a high-pressure high stress environment.
- Excellent interpersonal and communication skills with the ability to convey information clearly and concisely. to include public speaking.
- Manage and schedule multiple tasks concurrently while continuing to fulfill other job-related tasks.
 - Ability to work cohesively in a team environment.

-Have excellent phone etiquette.

-Must be able to lift forty (40) pounds.

to apply you may pick up an application from the

County Commission office at

25 Old School Rd.

Georgetown, Ga. 39854

Phone # 229-334-0903

Candidate must live within a reasonable commuting distance to Georgetown-Quitman County
or be willing to immediately relocate at their own expense.