

## **Hall County Election Office**

### **DUTIES OF THE ELECTION ADMINISTRATIVE ASSISTANT**

#### **NATURE OF THE WORK:**

Must be an independent worker, with computer knowledge. Assists in maintaining the election database on a daily basis, adding and removing registrants as needed and allowed by statute. Has extensive knowledge of the county subdivision lines and is responsible for voter registration accuracy. Assists in maintaining inventories, prepares and processes voter and poll worker mailings. Must have the ability to communicate effectively both orally and in writing. Must be completely neutral to the public on political issues at all times. Helps with election duties, preparing and coordinating the election supplies to be transported to the precincts. Responsible for processing early voter applications. Meets and greets the public on a daily basis. Works with poll workers and other duties as assigned.

#### **EXAMPLES OF WORK PERFORMED:**

General clerical duties	Schedule poll worker training
Answer phones	Assist with oversight of temporary staff
Public interaction, including social media	Uses geocoding/mapping to audit voter address
Scan data to records	Voter eligibility research and maintenance
Take candidate filings and answer questions	Accounting and payroll for poll workers
Proof ballots and notices for publication	Run office in absence of supervisor
Post voting credits post-election	Develop office documents and publications
Process petitions and verify signatures	Help clean and organize office space

#### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

Computer skills, Microsoft Word and Excel. Ability to establish and maintain effective working relationships with temporary help and the general public. The ability to become a notary public. Skills in multi-tasking and attention to detail, grammar and punctuation. Exposure to ArcGIS Pro or willingness to learn. Experience with Adobe or Foxit. Experience with PowerProfile and VoterCheck or willingness to learn. Experience with social media. Knowledge of local, state and federal voting regulations. Graduation from an accredited two-year college or trade school with major course work in office administration preferred.

#### **WORKING CONDITIONS:**

Duties are performed in an office setting. Must be able to work some weekend and evening hours during the election cycle. Must be able to deal calmly with frustrated voters and public, to resolve complaints and accept scrutiny of work.

#### **MINIMUM QUALIFICATIONS:**

Computer skills, any training or experience that would provide the individual with the required knowledge, skills and abilities to perform this job.