



Lincoln County Board of Elections & Voter Registration

160 May Avenue
Post Office Box 1419
Lincolnton, Georgia 30817
(706) 359 – 6126 phone (706) 359 – 7396 fax

Virginia Williams, Director
Kelvin Williams, Coordinator

Howie Gunby, Chairman
Nancy Inglett, Secretary
Gregory Zellars
John Bennett

Job Title: Administrative Assistant
Department: Elections
Reports To: Elections Director
Classification: Clerical (part-time)
Closing Date: July 20, 2007

General Description

(This position provide reception and clerical support for board of elections and administration)

Key responsibilities of this position include:

- Communicate information about voter registration, polling places, absentee voting, and a variety of election related filings and deadline in writing, on the phone, and in person
- Assist with drafting and finalizing election and administrative correspondences.
- Receiving and processing incoming mail
- Assist with maintaining Voter Registration databases
- Assist with coordinating / conducting all training programs
- Coordinate/Organize voter education programs
- Maintains a variety of records
- Refers to map or mapping system for reference to district and classifications
- Prepares a variety of reports (weekly, monthly, annually)
- Additional responsibilities as directed

Qualifications

Education/Training

- High School Diploma or equivalent
- 2 years clerical/ office experience
- Some college (preferred)
- Notary Public (preferred)
- State Election certification (within a year after employment)
- Some knowledge of map reading

Computer Skills

- Accurate typing skills
- Knowledge of electronic voting system
- MS Office (Word, Excel, PowerPoint, Access, Outlook)
- Document Imaging system (preferred)

Additional Information

- Requires overtime during election cycles
- Occasional travel for training