



# JOB OPENING

## Troup County Government

<b>Position:</b> Elections Assistant II	<b>Department:</b> Elections & Registration	<b>Salary:</b> \$19.11/Hr
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Under general supervision and instruction this position is responsible for providing administrative support for department operations. This position requires some evenings and weekend work during elections.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of customer service principles and practices
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of election and voter registration laws
- ⇒ Knowledge of records management principles
- ⇒ Skill in the preparation of reports
- ⇒ Skill in the use of office equipment
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Reviews and processes registration applications
- ⇒ Reviews and removes all voter cancellations
- ⇒ Maintains department files and records
- ⇒ Answers telephone and greets visitors; provides information and assistance
- ⇒ Prepares and issues Voter Identifications
- ⇒ Maintains office supply inventory; re-orders as needed
- ⇒ Assists in preparing for and conducting elections
- ⇒ Assists with early voting and Election Day voting
- ⇒ Processes and reviews all paper ballots
- ⇒ Receives and processes candidates paperwork; qualifies candidates
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 02202026 Elections Assistant II

Grade 11

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**