



TOOMBS COUNTY COMMISSIONERS
P O BOX 112
LYONS GA 30436
912-526-3311 (office)
912-526-1004 (fax)



OPEN POSITION

Toombs County Board of Elections & Registration; Deputy Registrar

Education/Experience: High School Degree or GED

Job Skills: Basic Computer Skills; Typing; General Filing; Internet Research; Word Perfect; Excel; Excellent Communication Skills; Self Motivated

Expected Job Tasks /Requirements:

- Entering voter registration applications
- Be familiar with election law
- Assisting with election processes for the County and Cities.
- Compiles, reviews and maintains all maps pertaining to election lines for precinct boundaries, congressional, senate, house, school board and commission.
- Filing alphabetical up to the fifth letter if necessary
- Interact with state, county, local officials and general public in a professional and courteous manner.
- Answer phone
- Must be able to work some weekends and different schedule other than 8:30 to 5:00 when needed.
- **Must maintain confidentiality**

Job tasks are not limited to the above.

Application may be submitted to the Toombs County Board of Commissioners, 100 Courthouse Square, Lyons, Georgia 30436

Toombs County is an E.O.E and drug free work place.