**TOOMBS COUNTY COMMISSIONERS**

**P O BOX 112**

**LYONS GA 30436**

**912-526-3311 (office)**

**912-526-1004 (fax)**

 

**Position: Elections Clerk**

The Toombs County Voter Registration and Elections is responsible for planning and organizing all election and voter related activities. The elections clerk is responsible for providing administrative support for the coordination of elections, assisting the general public in a professional manner, and other duties as assigned. This position works under the direct supervision of the Elections Supervisor.

**Education/Experience:** High School Diploma 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.
* File alphabetical up to the fifth letter if necessary
* Interacting with state, county, local officials and general public in a professional and courteous manner.
* Perform general office duties such as typing, operating office machines, sorting mail, and answering the telephone.
* Maintain a willingness to learn and take on new tasks to assist in the Election & Registration office.
* Must be able to work some weekends and different schedule other than 8:30 AM to 5:00 PM **when needed**.
* **Must maintain all correspondence and communication in the strictest confidence.**
* Job tasks are not limited to the above.

Please submit a completed application/resume, cover letter, and final page with “Thank you” to Celina Vazquez, Human Resources, Toombs County Board of Commissioners, 100 Courthouse Square, Suite 24, Lyons, Georgia 30436

Toombs County is an E.O.E and drug free work place. Successful candidate must pass a criminal background check and a drug screen test.