

VOTER REGISTRATION CLERK

Cherokee County, SC

**Location**

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

VOTER REGISTRATION AND ELECTIONS

FLSA

NON-EXEMPT

Job Summary

This is a full-time position responsible for providing support to the Voter Registration and Election Office under the direction of the Director and Deputy Director of the office. Duties include but are not limited to: maintaining election and voter registration records, clerical and administrative work, assisting the public with records and voting/election information, and election preparation. This position requires excellent organizational and communication skills and the ability to multitask. This position requires a high level of professionalism and discretion.

Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none">• Clerical and Administrative Work<ul style="list-style-type: none">➤ Answers the phone line in the Voter Registration and Election Office. Provides responses to questions regarding functions of this office.➤ Assists the public at the Office by providing information regarding Voting and Elections, answering questions regarding the functions of this office, and assists in the processing of records within the office.➤ Utilizes email communications to assist the public and other entities with questions regarding voting and elections.➤ Processes voters via walk in, mail, email, fax, and online.➤ Receives mail that is directed to the Voter Registration and Election Office.➤ Assists with the filing and organization of voter registration records.➤ Assists with ensuring compliance and accuracy of voter registration records.➤ Assists with candidate filing for elections.	50%
<ul style="list-style-type: none">• Election Duties<ul style="list-style-type: none">➤ Assists in preparing machines, paperwork, etc. when preparing for elections.➤ Assists in training poll workers and clerks for upcoming elections.➤ Assists with checking in clerks in the evenings during elections.➤ Assists with post-election processes such as voter registration books, copies or poll lists, etc.➤ Assists in Early Voting Precinct and possibly Election Day Precinct.	40%
<ul style="list-style-type: none">• Other Misc Duties as Assigned:<ul style="list-style-type: none">➤ Assist the Voter Registration and Election Director and Deputy Director with special projects under their direction as needed.	10%

Qualifications

Job Requirements
<ul style="list-style-type: none">• High School Diploma or GED; Associate's Degree or equivalent from two-year college or technical school; or six months up to one year related experience and/or training; or equivalent combination of education and experience.• Proficient with technology, i.e. Microsoft Office Products, Adobe Products• Must be able to work some weekends and varied hours based on election needs.

- Must be able to operate a motor vehicle and in possession of a valid driver's license issued by the State of South Carolina
- Must be a registered voter
- Must obtain notary.
- Must be able to obtain a South Carolina Election Commission Certification which includes some out of town and overnight travel.
- Must be able to successfully pass a drug screen and background check.

Performance Requirements

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work.
- Knowledge of election/voter registration vocabulary and election procedures.
- Ability to efficiently operate office tools and equipment.
- Knowledge of the terminology, principles, and methods utilized within the County
- Knowledge of standard administrative practices
- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Skill and mathematical ability to handle required calculations such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.
- Ability to effectively maintain records.
- Ability to maintain discretion as required by the office.
- Ability to be accurate and have attention to detail while performing functions of the job.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Must be able to work weekends and varied hours.
- Ability to produce effective graphic design within presentations, public service announcements, etc.

Other Information

Working Conditions

Primary Work Location: Cherokee County Administration Building
110 Railroad Avenue Gaffney, SC 29340

Physical Demands:

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level. During election preparation times, must be able to transport and reposition >25 pounds repetitively.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies. During periods of elections, mental demands are increased due to a more high stress and fast-paced environment.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.