

VOTER REGISTRATION CLERK– VOTER REGISTRATION AND ELECTIONS

Cherokee County, SC



Location

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

VOTER REGISTRATION AND ELECTIONS

FLSA

NON-EXEMPT

Job Summary

Performs routine to moderately complex clerical and administrative duties in support of voter registration and election operations. Assists with registering voters, maintaining election records, supporting absentee precinct operations, and assisting with preparation and administration of elections.

Essential Functions

Essential Functions	% of Time
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Voter Registration Duties	30%
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- Assists citizens with voter registration applications and updates voter records.

- Maintains and updates voter registration records and files.

- Provides assistance and information to the public regarding voter registration requirements.

Election Preparation Duties	25%
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- Assists with preparation and setup for municipal, county, state, and federal elections.

- Ability to comprehend maps, Google Earth, and GIS

- Prepares election materials and supplies used during elections.

- Supports absentee precinct operations and ballot processing.

Records Management and Data Accuracy 20%

Duties

- Maintains election records and ensures accuracy of voter information.
- Performs clerical and administrative tasks requiring accuracy and attention to detail.
- Processes documentation related to voter registration and election activities.

Customer Service and Office Support 15%

Duties

- Answers telephone calls and assists the public with election and voter registration questions.
- Provides assistance to visitors at the counter and responds to inquiries regarding election procedures.

Other Duties as Assigned 10%

- Performs additional clerical and administrative duties required to support voter registration and election operations.

Qualifications

Education and Experience

- High school diploma or GED required. Associate's degree in business administration, public administration, or a related field preferred.
- Experience in clerical, administrative, or customer service work is desirable.
- Equivalent combinations of education, training, and experience may be considered.

Knowledge, Skills and Abilities

- Knowledge of general office procedures and clerical practices.
- Knowledge of voter registration procedures and election support activities.
- Ability to assist with voter registration and maintain accurate election records.
- Ability to perform clerical duties including filing, record keeping, and data entry.
- Ability to communicate effectively with the public regarding voter registration and election information.
- Ability to maintain confidentiality and professionalism in handling voter records.
- Ability to work in a fast-paced office environment, particularly during election periods.

Working Conditions

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

Physical Demands

Work is performed in an office environment requiring sitting, standing, walking, and use of computers and office equipment. Occasional lifting of files, records, or election materials weighing up to approximately 25 pounds may be required.

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.

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 accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request 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.