



# County of Calhoun

## Job Description

**Job Title:** Voter Registration & Elections Clerk  
**Department:** 3200 – Board of Registration  
**Reports To:** County Registration and Election Director  
**FLSA Status:** Non-Exempt  
**Approved By:** Election Director  
**Approved Date:** 07/09/2024

### Summary

The purpose of this job is to provide accurate information and data to the public. Register voters and work with candidates filing for elections. This position is responsible for specialized clerical functions related to conducting elections, understanding the election process and how election equipment works. This position works under general supervision according to set procedures, but determines how or when to complete tasks.

### Essential Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Answer questions from the public in person and by phone.
- Process voter's applications, verify identification and scan documents into VREMS.
- Verify petition signatures.
- Advise individuals and groups on laws and procedures about the voting process.
- Prepare voting machines and equipment for elections.
- Participate in voter registration drives.
- Follow statutory changes in laws affecting assigned duties.
- Perform data entry required for input of voter and precinct information.
- Generate data for general information purposes or special reports, correspondence, certifications, transcripts and legal documentation.
- Coordinate the mailing and receipt of absentee ballots and their storage
- Develop, compile and transmit statistical data covering absentee voter applications; maintain appropriate records of documents received, filed and action taken.
- Train, plan, assign, coordinate and supervise the work of extra hired personnel performing a variety of tasks related to elections.
- Prepare, type, process, scan, copy, file and/or distribute a variety of documents which may be routine or confidential such as agreements, memos and correspondence.
- Provides direction, training, guidance, and assistance to poll managers and volunteers. Help organizes and coordinates assigns work for poll managers and volunteers; monitors status of work, inspects completed work, and troubleshoots problem situations. Participates in election planning activities.
- Maintains voter registration voting machines/booths or assemble new voting equipment and test for accuracy; configures, troubleshoots, repairs equipment, changes batteries in

Bell Call Assistance and other equipment.

- Prepares voting machines for distribution for elections: help coordinate distribution of election equipment.
- Assists in maintaining inventory of equipment, forms, election supplies, office supplies, and other items: ensures availability of adequate materials to conduct work activities and elections.
- Perform other duties and related work as instructed and assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Requires High School graduation or GED equivalent. Proficient with keyboarding, word processing and/or spreadsheet software. General clerical and good customer service. Must be able to work under pressure to meet deadlines. Must have the ability to develop unique correspondence and/or detailed spreadsheets, follow and provide verbal and written instructions, have a detailed knowledge of the organization's and department's procedures, and exhibit good communication skills. Valid driver's license and good driving record may be required. Applicant would need to complete certification requirements of the South Carolina Election Commission within 18 months of hire.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

Microsoft Office Proficient

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the incumbent is regularly required to sit, stand, walk, bend, stoop, climb, lift, push and pull. The employee must occasionally lift and/or move up to 50 pounds.

### **Other Requirements**

Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, the position may risk exposure to indoor and outdoor environments.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.

**Calhoun County is an Equal Opportunity Employer.**