



Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Voter Registration and Elections Assistant Director		Department: Voter Registration
Pay Grade: 110		Revised: 7/1/15

General Description

The purpose of this class within the organization is to assist the director in the coordination and execution of all federal, state, municipal, county, and school elections. Provides assistance to the County Board of Registration and Elections and provides administrative support for these activities as needed.

Works under general supervision, independently developing work methods and sequences as approved by the director and/or board.

Duties and Responsibilities

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

Essential Functions:

Assists the Election Director in overseeing elections for Greenwood County and maintaining an accurate, up to date voter registration system.

Assists in recruiting, preparing, training and assigning poll workers for elections as assigned by director and /or board.

Assists in preparing and maintaining voting equipment as assigned by director.

Assists in entering and maintaining election profiles in statewide election system to ensure election books and files can be created accurately.

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Additional Duties:

Prepares and submits required documentation of the expenses for statewide Primary, Runoff and General elections for reimbursement by the State.

Assists in the processing and tabulation of absentee ballots.

Assists with Election Central and vote tabulation on election night. Updates results link on County website.

Interacts and communicates with various groups and individuals as assigned by director and/or board.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information as assigned by the director.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges accurate information with them.

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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money as assigned by the director.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

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Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures with few variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Responsible for guiding others, as assigned by the director, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or sustained keyboard operations.

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Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in business, liberal arts, or any field other than engineering or the hard sciences.

Requires one year experience with voter registration and/or elections and preferably has worked through a major election cycle OR an equivalent combination of education, training and experience.

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Special Certifications and Licenses:

Requires certification by the State Election Commission.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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