



COBB COUNTY GOVERNMENT
invites applications for the position of:

Part-Time Elections Technician

SALARY:	\$9.88 - \$15.80 Hourly
DEPARTMENT:	Elections
OPENING DATE:	01/24/22
CLOSING DATE:	02/07/22 11:59 PM
GRADE CODE:	2p

POSITION INFORMATION:

This position is assigned to the Cobb County Elections & Registration Department.

This position is part-time and generally works up to 29 hours per week. Scheduled hours may include nights and weekends, and additional hours during election season.

ESSENTIAL FUNCTIONS:

Serves as the first point-of-contact for the public: receiving and processing campaign filing reports for elected officials; answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.

Provides clerical support for voter registration or elections division; processes a variety of documentation associated with voter registration operations or conducting of elections within designated timeframes and per established procedures.

Performs customer service functions; provides information/assistance regarding voter registration activities, poll worker and poll worker training activities, procedures, fees, or other issues; distributes forms/documentation as requested; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; scans documents into computer; verifies accuracy of entered data and makes corrections; indexes documents; develops databases and computerized reports.

Prepares election materials: utilizes checklists to sort, count, gather, collate, and inspect election supplies; generates spreadsheets or reports from various information sources.

Processes incoming/outgoing mail; sorts, organizes, opens, and/or distributes incoming mail; signs for incoming mail/packages and delivers to appropriate personnel; processes outgoing mail

through postage machine; processes bulk mailing projects.

Copies and distributes forms, reports, correspondence, and other documentation.

Performs other related duties as assigned.

Minimum Qualifications

High school diploma or GED required; supplemented by some experience in clerical or customer service work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES AND CERTIFICATIONS:

PHYSICAL ABILITIES:

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting (5-15 pounds), carrying, pushing and/or pulling of objects and materials in excess of 100 pounds or move up to 35 pounds. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements

Some tasks require the ability to communicate orally.

Environmental Factors

Essential functions are regularly performed without exposure to adverse environmental conditions.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/cobbcounty/jobs/3388889/part-time-elections-technician?keywords=elections&pagetype=jobOpportunitiesJobs>

Position #00884
PART-TIME ELECTIONS
TECHNICIAN
LG

100 Cherokee Street
Suite #200
Marietta, GA 30090
770-528-2541

cobbemployment@cobbcounty.org

Part-Time Elections Technician Supplemental Questionnaire

- * 1. I understand that all answers to these supplemental questions must be verifiable in the 'Educational History' and 'Work History' sections of the application. Failure to provide sufficient information in these sections may result in my disqualification from the hiring process.
 - Yes
 - No
- * 2. Are you a current Cobb County Government employee?

- Yes
- No

- * 3. If yes, in what department of Cobb County Government are you currently employed? (Enter N/A if not applicable - This does not include Cobb County School District employees).
- * 4. Are you 18 years of age or older?
 - Yes
 - No
- * 5. Can you, after employment, submit proof of your legal right to work in the United States?
 - Yes
 - No
- * 6. I have read the Minimum Qualifications required for this position and understand I must demonstrate those qualifications on the application in order to be considered for this position. Furthermore, a failure to adequately demonstrate all qualifications may result in my removal from consideration. Lastly, I understand indicating "see resume" on the application and/or in a supplemental question response, may not be accepted in lieu of a completed application.
 - Yes
 - No
- * 7. Educational Background: Mark the highest level of education you have completed.
 - Some High School
 - High School Diploma or GED
 - Vocational/Technical Diploma
 - Some College
 - Associate Degree
 - Bachelor's Degree
 - Advanced Degree
- * 8. If you have a college degree or vocational/technical diploma, what was your major area of study? Enter N/A if this does not apply.
- * 9. How many years of clerical or customer service experience do you have?
 - No experience
 - Less than six months
 - Six months to two years
 - Two years to three years
 - More than three years
- * 10. Please describe the definition of what exceptional customer service is to you.
- * 11. Which of the following best describes your elections experience? Please note, this experience must also be included in the 'Work History' section on your application.
 - Poll worker
 - Worked for campaigns, candidates or advocacy groups
 - Full time or part time in a government elections office

- All of the above
- No elections experience

* 12. What is your level of proficiency using Microsoft Office Suite?

- Beginner (less than three years)
- Intermediate (three to six years)
- Advanced (more than six years)

* 13. The starting salary for this position is \$9.88 per hour. Are you willing to accept this amount?

- Yes
- No

* 14. If you receive a conditional offer of employment, you will be required to satisfactorily complete the following elements: a criminal background check. Please note that a criminal conviction may not disqualify you from consideration. Are you willing to accept these terms?

- Yes
- No

* Required Question