



Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Voter Registration & Election Director	Department: Voter Registration	
Pay Grade: 116	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to supervise, plan and direct the activities of the Department of Voter Registration and Elections in order to ensure the proper administration and provision of efficient voter and election services. Plans and directs all voter registration functions; coordinates all elections in Greenwood County with county Board of Voter Registration and Elections in order to ensure secure, fair, and impartial elections. Prepares and administers department budget. Supervises clerical staff, poll workers and volunteers; reviews work of subordinates for completeness and accuracy. Prepares election computer databases, tests and programs electronic equipment before elections. Does general maintenance on electronic equipment.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

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:

Supervises the operation of the Voter Registration and Elections Department; directs and supervises the duties of clerical staff and volunteers. Supervisory duties include; instructing, assigning, reviewing and planning work of others, maintaining standards, coordinating activities and allocating personnel. Duties also include; selecting new employees, acting on employee problems and recommending employee discipline and discharge.

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Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Plans and coordinates all voter registration procedures and sites in accordance with state law; prepares maps of district boundaries. Plans and attends voter registration drives within the County. Directs absentee registration and voting; collects motor voter applications.

Schedules and directs all elections held in Greenwood County. Secures polling locations; publishes notices; administers filing records for candidates; designs and prints ballots; recruits and trains poll workers.

Obtains completed W-4 form from each poll worker (non-employee), completed form 1100 or form 1104 for South Carolina Retirement System (non-employee), forwards W-4 forms to Treasurer's office and form 1100/1104 to Human Resources Department, and reports amounts due to poll workers after each election to Human Resources department.

Oversees poll sites; secures, assembles and distributes election materials, programs, repairs and tests voting machines.

Resolves voting day problems; tabulates ballots and publishes results.

Prepares and files post-election documentation and destroys election materials in accordance with applicable laws.

Coordinates election activities with the Board of Voter Registration and Elections, the State Election Commission, Municipalities and School Boards.

Provides information to the news media, public officials and the general public regarding registration and election procedures and results.

Prepares, submits and monitors the annual department budget.

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Keeps abreast of all laws and regulations affecting public elections and registration procedures.

Receives, reviews, prepares and/or submits a variety of documents, including statistical reports, registration applications and change forms, motor voter applications, various forms, precinct maps, daily activity log, meeting minutes, meeting notices, budget documents, absentee and emergency ballots, election reports, news releases, memos, correspondence, etc.

Operates a variety of office equipment.

Interacts and communicates with various groups and individuals such as the Board of Voter Registration and Elections subordinates, political party chairpersons, candidates, voters, news media and the general public.

Additional Duties:

Attends classes, workshops and meetings as appropriate.

Performs a variety of clerical duties as necessary, including but not limited to entering data into the computer, processing mail, answering telephone, processing applications, filing, making copies, reproducing maps, etc.

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.

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Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

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

Provides information, guidance or assistance to people that directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

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

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small department; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

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.

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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.

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, but many 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.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

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:

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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 ten pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

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

Leads or handles machines, tools, equipment or work aids involving moderate 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 administration, communications or other

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relevant field.

Requires two years of general administrative experience OR an equivalent combination of education, training and experience.

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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