

**Jasper County, GA**  
**Job Description**

**Job Title:** Elections System Specialist/Deputy Registrar  
**Department:** Jasper County Probate Court  
**Reports to:** Jasper County Probate Judge/Election Superintendent

**Job Summary:** This position is responsible for maintaining, programming, and delivering of election equipment; Canvassing precincts during early voting and Election Day, troubleshooting where required. Assisting the Registrar in all duties of the Registrar's office. Must be able to lift 50 pounds.

**Duties and Responsibilities:**

1. Maintain a comprehensive, current knowledge and be adept at programming/operating all voting equipment including EMS, ICC, ICX, ICP, UPS, Mobile Ballot Printer, Printers, Poll Pads, and related software. Attend all training required by the Secretary of State's Office.
2. Maintain a comprehensive, current knowledge and awareness of applicable election laws and regulations.
3. Perform technical inspection and charging of all voting equipment on assigned schedule.
4. Obtain repair maintenance authorization from vendor for equipment that require repairs; Prepare malfunctioning equipment for shipment to outside facility for repair after each election.
5. Publish all legal notices as appropriate.
6. Post sample ballots before each election on county website, and in a prominent area of the courthouse.
7. Conduct logic and accuracy testing of all voting equipment (currently Dominion, Knowink) used per election and oversee the loading/delivery/retrieval of the voting equipment, tables, chairs and supplies, to/from precincts each election.
8. Maintain a current list of Poll Workers, and schedule Poll Workers for each polling location before every election.
9. Coordinate with the Sheriff's Office to have inmates assist with the delivery/retrieval of equipment and supplies before each election.
10. Coordinate with the Extension Office to borrow a trailer for equipment delivery/retrieval before each election.
11. Coordinate with the Sheriff's Office to deliver and set up AC units for elections when needed.
12. Operate Election Management System during Logic and Accuracy, Absentee ballot scanning (including Early Tabulating), Election Night, during consolidation, all required audits, and recounts.
13. Transmit election results to the Secretary of State's Office through designated software.
14. Generate all necessary reports from EMS for Secretary of State, media, candidates, political parties.
15. Assist Poll Managers with opening/closing their precincts when required.
16. Assist with Poll Worker training and further ongoing training of poll workers and technicians/assistants.
17. Perform IT related duties at the Jasper County Election's Office and the Jasper County Registrar's office as assigned.
18. Deliver election results to assigned State Patrol Post after certification if needed.
19. Supervise personnel as assigned (election assistants).
20. Coordinate with Sheriff's Office to have a deputy at each assigned polling location.
21. Register county citizens to vote; enters registration data into GaRVIS.

22. Answers the office telephone and provide registration information to the public.
23. Resolve voter grievances and determine voter eligibility.
24. Update registration information, including processing address and precinct changes as needed.
25. Oversee absentee ballot process; tabulate votes cast by absentee ballot.
26. Maintain all active and inactive voter files.
27. Purge voter lists as required.
28. Organizes, oversees, and conducts voter registration drives.
29. Prepares various correspondence and reports.
30. Answer Open Records requests received by Election Superintendent and Chief Registrar.
31. Perform other related duties as assigned by the Election Superintendent and Chief Registrar.
32. Maintain election records per Records Retention schedule, and purge as outlined.