

# COFFEE COUNTY BOARD OF COMMISSIONERS

## JOB OPENING

### Assistant Elections Supervisor

Status: Full Time  
Schedule: M-F 8:30 a.m. – 5 p.m.,  
During Elections Schedule may vary and require late hours and weekend work

#### JOB SUMMARY

This position is responsible for providing clerical and customer service support for department operations.

#### Requirements include but are not limited to:

- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of federal and state voter registration and election laws.
- Knowledge of modern office practices and procedures.
- Knowledge of basic bookkeeping principles.
- Knowledge of records management principles.
- Skill in the provision of customer services.
- Skill in the preparation of reports.
- Skill in the use of office equipment.
- Skill in oral and written communication.
- Election Experience Preferred, not required.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties.
  - Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide support for department operations. Success in this position contributes the efficiency and effectiveness of voter registration and election processes.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work requires lifting up to 25 pounds.
- The work is typically performed in an office.

Applications may be filled out in the Coffee County Commissioners' Office, Coffee County Courthouse, 101 S. Peterson Ave Douglas, GA 31533 or obtained from the website at [www.coffeecountygov.com](http://www.coffeecountygov.com).

Deadline for accepting applications is Tuesday, August 1, 2023, by 5 pm. EOE