

**MONROE COUNTY, GEORGIA
NOW HIRING**

Assistant Elections Supervisor

Starting pay: \$18.19 per hour

Board of Elections

Monroe County is seeking a detail-oriented professional to join the Board of Elections as an Assistant Elections Supervisor.

This position **assists** in administering federal, state, and local elections by:

- providing customer service
- assisting in maintaining voter registration records,
- assisting with coordinating election activities,
- assisting with training poll workers,
- assisting with preparing voting equipment,
- assisting with supporting early voting and Election Day operations,
- and assisting with ensuring compliance with Georgia election laws.
- Perform administrative and clerical duties as assigned.

Qualifications

Candidates should possess:

- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Elections experience preferred, or a combination of education and experience.
- Ability to lift, carry, push, and pull up to 40 pounds occasionally.

Applications will be accepted until the position is filled.

Applications may be:

- Downloaded at www.Monroecoga.org (Departments-Human Resources-Employment Applications) and emailed to jabbott@monroecoga.org
- Picked up in person at the Monroe County Commission Office, 38 W. Main Street, between 8:00 a.m. and 5:00 p.m.

Applicants are subject to a drug test and a background check.

Monroe County is an equal opportunity employer and a drug-free workplace.