

Columbus Consolidated Government

Seasonal/Temporary Elections Clerk - G00

SALARY	\$14.00 Hourly		
		LOCATION	GA 31906, GA
JOB TYPE	Seasonal/Part-Time		
		JOB NUMBER	2025-00000144
DEPARTMENT	Boards and Commissions		
		DIVISION	Elections & Registrations
OPENING DATE	03/20/2025		
		CLOSING DATE	Continuous

Major Duties and Responsibilities

Do you enjoy meeting new people and interacting with your community? Would you like to serve your community, have fun, and get paid? Do you have a flexible schedule and looking for a short-term job opportunity? If so, we may have the perfect job opportunity for you with the Muscogee County Board of Elections as a Seasonal Temporary Elections Clerk! This is a short-term assignment that may last up to 6 months per calendar year.

- Seasonal Temporary Elections Clerk perform repetitive, high volume tasks pertaining to the election process, particularly absentee mail, and will perform functions to ensure that all eligible voter's ballots are processed and counted.
- Answers and directs calls; provides information to callers.
- Accesses the state-wide voter registration database system (VR system); provides information to voters regarding contact information for district representatives; provides ballot information to the public.
- Performs clerical and administrative support duties.

- Assists with mail runs, including opening, timestamping and distributing department mail.
- Contacts voters by telephone, fax or mail. Ensures that applications for absentee by mail ballots are audited for accuracy prior to approval; ensures that the correct ballot is distributed to voters.
- Enters absentee by mail ballot request information into the VR system, assembles ballot packets. Copies, scans, indexes, and files absentee by mail ballot applications. Verifies voter's signatures on absentee by mail ballot applications, and on returned ballot envelopes.
- Files and maintains security of returned ballots.
- Works cooperatively and jointly to provide continuous improvement and customer-driven service.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic computer operations.
- Skill in customer service.
- Skill in attention to detail.

Minimum Educational and Training Requirements

Must be a U.S. Citizen. Must be a current Muscogee County Resident and a registered voter. Must be a minimum of 16 years of age. Must not hold a current Public Office position. Cannot be a parent, spouse, child, sibling, inlaw (parent, sibling, or child) of a candidate whose name appears on the ballot. Must have the ability to read, write, and speak the English language; must have the ability to perform basic mathematical calculations.

Physical Requirements

The work is typically performed while sitting at a desk or table. The employee must occasionally lift light objects.

- Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.
- Feeling – perceiving attributes of objects by touch with skin, fingertips.
- Grasping – applying pressure to object with fingers, palm.
- Handling – picking, holding, or working with whole hand.
- Hearing 1 – perceiving sounds at normal speaking levels, receive information.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Kneeling – bending legs at knee to come to rest at knees.
- Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.
- Manual Dexterity – picking, pinching, typing, working with fingers rather than hand.
- Pulling - use upper extremities to exert force, haul or tug.
- Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.
- Reaching – extending hands or arms in any direction.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.

- Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.
- Talking 1- expressing ideas by spoken word.
- Talking 2 – shouting to be heard above ambient noise.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.
- Visual Acuity 2 - color, depth perception, field of vision.
- Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.

The work is typically performed while intermittently standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

Benefits

There are no benefits associated with this position.

Employer

Columbus Consolidated Government

Address

City Hall
1111 1st Avenue
Columbus, Georgia, 31901

Phone

706-225-4059

Website

<http://www.columbusga.gov/HR>

Seasonal/Temporary Elections Clerk - G00 Supplemental Questionnaire

*QUESTION 1

Which best describes your level of education? (You will be asked to provide documentation)

- ☐ No High School Diploma
- ☐ GED
- ☐ High School Diploma
- ☐ Technical College

- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate's Degree

***QUESTION 2**

Do you possess a valid driver's license?

- ☐ Yes
- ☐ No

***QUESTION 3**

This position may require you to work some nights and weekends, are you able to work nights and weekends?

- ☐ Yes
- ☐ No

***QUESTION 4**

Please list and explain any work experience you have with computer software programs used for the general elections.

***QUESTION 5**

Please describe any work experience you have with the distribution of mail, including opening, date stamping, and the distribution.

*** Required Question**