

The Early County Board of Commissioners is accepting applications for the position of:

## **Elections Supervisor**

This is a full-time position

The Supervisor position includes planning and organizing of all election and voter registration related activities for Early County.

Some duties include:

- Conducting federal, state, and county elections
- Registering voters and maintaining the voter rolls
- Handling all aspects of absentee balloting
- Qualifying candidates for county offices
- Receive and maintain all candidate ethics filings
- Maintain voting equipment
- Logic and Accuracy testing of voting equipment prior to elections
- Hiring and training poll workers
- Maintain and update mapping for redistricting and polling places
- Knowledge of Microsoft office and Google office programs

Physical demands do require movement of up to 35-pound Election equipment.

High School Diploma or equivalent and Valid driver's license are required.

Applications may be obtained from and returned to the Early County Administration Office at 204 Court Square, Blakely.

The deadline for accepting applications is Friday January 6, 2023, at 5 p.m.

The Early County Board of Commissioners does not discriminate on the basis of race, color, or National origin, sex, religion, age, or disability in the employment for provision of services.

**We are a DRUG-FREE Workplace**