

Bedford County Government
Office of the Election Commission
Elections Specialist

Position Title: Full-Time Elections Specialist

Department: Bedford County Elections

I. General Description of Position

Under the supervision of the Administrator of Elections, the Deputy Administrator is responsible for clerical and administrative duties as it pertains to elections, voter registrations, maintaining files and records, utilizing software programs, office equipment, and a multi-line phone system.

II. Duties and Responsibilities

- Follows Election Commission policies and practices and registers citizens to vote. Obtains necessary information and issues a voter registration card. Changes names and addresses and updates other records as required. Scans registration forms. Assists voters who vote by mail. Mails applications and ballots. Verifies signatures and authenticity on applications and ballots. Assists early voters who appear personally and other Elections administrative duties.
- Provides services for prospective candidates. Issues petitions to candidates. Audits completed petitions for authenticity including verification of names and addresses. Receives, and files Financial Disclosure Statements for candidates and office holders.
- Performs a variety of administrative responsibilities. Handles incoming and outgoing mail. Answers telephone and provides needed information or routes calls as appropriate. Provides information to voters, candidates, and officials as appropriate. Prepares

correspondence and memoranda. Uses computer and enters and retrieves data. Maintains files and data bases.

- Holds training and informational sessions with workers, officers, and judges on election policies, procedures, and activities. Provides updates on current practices, operation of machines, etc.
- Must be able to relate to a diverse population, work with a team or as an individual, and must possess excellent communication skills, both oral and written in a variety of forms and contexts.
- Must be detail-oriented and adept at problem solving and multi-tasking. Must be a fast learner. Integrity, confidentiality, and accountability are absolutely essential.

III. Minimum Knowledge and Training Required to Meet Position Responsibilities

High school diploma required. Two years experience involving clerical work, customer service and personal computer operations is necessary. Must be a registered voter in State of Tennessee and maintain a valid Tennessee driver's license. Excellent written and verbal communication skills as well as exceptional customer service skills required. Must be adept with computer programs such as Microsoft Word, Excel, PowerPoint, and Outlook email. Applicant must gain a detailed knowledge of precincts, operation of voting machines, and voter registration policies, practices, and requirements as well as in depth knowledge of applicable Federal, state, and county laws and regulations to the Election Commission.

IV. Environmental Conditions

Requires frequent sitting. Requires occasional lifting of moderate weight (up to 25 pounds). Position requires frequent extension of arms and hands, frequent turning by rotating upper trunk right or left, occasional twisting and rotating the entire body, and pushing against an object and pulling toward oneself. Frequent handling by seizing, holding, or grasping

and fingering by picking, pinching, or otherwise working the fingers. Position requires continuous talking or expression of ideas by means of spoken word, and frequent hearing of sounds by way of oral communication in, for example, answering the telephone. Continuous requirement of near vision. Work is inside with centrally controlled heating and air conditioning. Uses standard office equipment.