

Job Opening: Elections Specialist

Location: Joint Board of Elections and Registration of Pike County

Position Type: Full Time

The Joint Board of Elections and Registration of Pike County is seeking a responsible, detail-oriented individual to join our team as an Elections Specialist. This position plays a vital role in ensuring the integrity and security of Pike County Elections.

Key Responsibilities:

- Supervises the logistics and accuracy testing prior to an election
- Assists in performing testing of election database and vote counting software and equipment.
- Performs routine maintenance on all election equipment.
- Coordinates delivery, setup and return of election equipment voting locations for each election.
- Point-of-contact for poll workers questions, issues and concerns during elections.
- Oversees the receiving of election returns from the voting locations on election night.
- Assist in overseeing election audits
- Oversees Advance and Election Day voting locations.

Qualifications:

- High school diploma or GED required.
- Ga Driver's License required.
- Previous experience using Microsoft Office 365.
- Strong attention to detail and accuracy.
- Computer proficiency and ability to learn state systems.

To apply: You can pick up an application at the Joint Board of Elections and Registration of Pike County's office located at 81 Jackson St, Zebulon GA 30295 or call 770.567.2003 to request the application to be emailed.

Looking forward to your application!