

Employment Notice

Bacon County Board of Elections and Registration has an open position for a Full-time Elections Clerk.

Job Summary: The position is responsible for registering citizens to vote and maintaining related documentations.

Major duties: Registers citizens to vote; updates voter information through statewide elections system. Acquires current knowledge of state laws pertaining to voting, polling and registration by attending training on registration and election procedures. Maintains inventory and supplies and reorders as needed. Assist the Election Supervisor with duties as directed.

Skills Needed: Must have experience in public and interpersonal relations. Ability to work independently. Required to work a flexible and adjustable schedule during elections. Knowledge of computers and job-related software programs.

For an application, please contact

**Dawn Taylor/Elections Supervisor
232 West 12th Street
Alma, Ga. 31510
(912) 632-5551**