

**COUNTY OF MARLBORO  
JOB POSITION DESCRIPTION**

**JOB TITLE:** Deputy Director of Voter Registration and Elections

**DEPARTMENT:** Voter Registration & Elections

**REPORTS TO:** Director **FLSA STATUS:** Non-Exempt

**DATE APPROVED:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

**I. PURPOSE / SUMMARY:**

Under supervision of the County Director and provides service to citizens of Marlboro County in the voter registration and election process.

**II. ESSENTIAL FUNCTIONS:**

- Assists with day-to-day operation of the office.
- Assists and ensures accurate implementation of all voter registration and election procedures established by law/regulation or adopted by Marlboro County Election and Registration Board.
- Informs the public in voter registration and election procedures.
- Proofreads and processes official voter registration applications and cards.
- Makes changes in voter registration and issues duplicate certificates when precinct or district lines are changed or 911 readdressing.
- Processes applications received by mail from other agencies and maintains a filing system.
- Assists Director with uploading the database (including testing media for database and preparing voting machines) for all elections.
- Helps plan, directs, and coordinates all poll workers training programs and poll worker election activity.
- Assists with all details for election events and procedures between Marlboro County and the various Municipalities, enabling them to hold Municipal and Special Elections.
- Reviews maps, precinct lines and transfers boundary changes to voting districts and the Marlboro County maps.
- Maintains department records.
- Assists with the absentee precinct and absentee ballot process.
- Assists with the early voting process.
- Attends conferences and workshops as required by the South Carolina Election Commission.

**III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

- High School diploma or supplemented by 5 years' experience in election administration or related field equivalent and ability to earn certification within eighteen months.
- Must be computer literate with experience in Microsoft Windows, Word, and Excel.
- Excellent communication skills (oral and written).

**IV. CERTIFICATIONS REQUIRED:**

- **SC State Election Commission Certification must be obtained within 18**

**months of hire date for continued employment.**

**V. SUPERVISION:**

None

This position will remain open until filled by  
qualified applicant.

Submit your resume to

[cthompson@marlborocounty.sc.gov](mailto:cthompson@marlborocounty.sc.gov)

<https://marlborocounty.sc.gov/government/employment>

Apply on Indeed

**DISCLAIMER**

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.