

**COUNTY OF MARLBORO  
JOB POSITION DESCRIPTION**

**JOB TITLE:** Registration and Elections Director.  
**DEPARTMENT:** Voter Registration.  
**REPORTS TO:** Board Chairman **FLSA STATUS:** Exempt.  
**DATE APPROVED:** 12/08/2022 **APPROVED BY:** Commission Chairperson

**I. PURPOSE / SUMMARY:**

Under limited direct supervision, plans, directs and supervises the activities of the Department of Voter Registration and Elections to ensure the proper administration and provision of efficient voter and election services. Plans and directs all voter registration functions; coordinates all elections in Marlboro County with the Marlboro County and Municipal election commissions to ensure the secure, fair, and impartial election of public officials. Reports to the Marlboro County Registration and Election Board.

**II. ESSENTIAL FUNCTIONS:**

- Supervises the operation of the Elections and Voter Registration Department; assigns work loads and establishes work schedule; directs and supervises duties of assigned staff.
- Plans and ensures accurate implementation of all voter registration and election procedures as established by law and regulation. Directs Early Voting, Absentee by mail voting, processes voter registration and motor voter registration in the County.
- Schedules and directs all elections held in Marlboro County. Secures polling locations; publishes legal notices; administers filing records for candidates; makes submission to South Carolina County Delegation concerning changes in polling locations, precincts, prepares maps of election districts; orders and supervises the printing of ballots; maintains polling place sites; secures and supervises the assembly and distribution of election materials.
- Programs electronic voting ballots on computers. Supervises the setting up of electronic voting machines, tests machines for accuracy. Programs electronic pollbooks, tests the election data base, and processes pre-election and post-election audits.
- Recruits and supervises the training program for poll managers and clerks, implements training materials; maintains an accurate list of certified poll workers and clerks.
- Manages voting day problems.
- Supervises the tabulation of absentee ballots and all thumb drives for the election system and publishes results.
- Provides information to the news media, and the public regarding registration and election procedures and results.
- Supplies purchasing department with specifications for buying and bidding of forms, materials, supplies, etc. and works with vendors to assure the specifications are achieved and goods are received.
- Drafts a budget with input from the Registration and Election Board to be presented to the County Administrator.
- Keeps abreast of all laws and regulations affecting elections and voter registration procedures.

- Attends workshops and meetings as appropriate by the SC State Election Commission, (travel will be required,) must possess a valid state driver's license.
- Receives, reviews, prepares and/or submits various records and reports including statistical reports, invoices, purchase orders, quarterly reports, election data reports, newspaper legal notices, news releases, billing statements, agendas, job applications, staff evaluations, budget documents, absentee and emergency ballots, maps, training materials, memos, and correspondence.
- Operates a vehicle and a variety of equipment such as a web camera, computer, printer, modem, voting machines, fax machine, copier, calculator, telephone, and various security systems.
- Interacts and communicates with various groups and individuals such as the Election and Registration Board, political party chairpersons, candidates, County Administrator, other County department heads and personnel, State Election Commission, other government agencies, voters, news media, sales representative, and the general public.

**ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

**III. SKILLS/EDUCATION:**

Requires a bachelor's degree in business or public administration supplemented by five years of experience in election/registration administration or related field, or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Must possess or be able to obtain South Carolina state election certification.

**IV. CERTIFICATIONS REQUIRED:**

- All classes required by State Election Commission

**V. SUPERVISION:**

- Deputy registration Clerk
- Poll workers

**VI. OTHER COMMENTS:**

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including a computer, telephone, voting machine, adding machine, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to thirty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving direction and instruction from supervisor.

**Language Ability:** Requires ability to read a variety of policies and procedures, computer manuals, legal documents, etc. Requires the ability to prepare records, reports, training materials, ballots, maps, correspondence, etc with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff, to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including election and registration law, budgeting, Personnel.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio, and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

**Color Discrimination:** See shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a significant degree or to tension as a regular consistent part of the job.

**Physical Communication:** Requires the ability to talk and hear; (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sound by ear).

## **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.