

**Board of  
Voter Registration & Elections  
Of Laurens County  
Part-time Clerk Job Description**

**PAY BAND: 104  
PAY: \$14.25 / hr**

**Department:** Voter Registration & Elections  
**Reports to:** Director, Voter Registration & Elections of Laurens County  
*Date: 6/26/2023 Revised: June 13, 2021*

**Job Title: Registration & Elections Clerk**

**Summary:**

He/she provides administrative support to and receives general direction from the Elections Director and Assistant Director. Duties include general clerical, reception and Voter Registration based work including data entry. Candidate must project a professional department image through in-person and phone interaction. Hours are flexible.

**Essential Tasks:**

Will perform duties and responsibilities of Assistant Director in his/ her absence.

Responds to inquiries/complaints/surveys from citizens, parties, candidates, advocacy groups, government entities, media etc and reports to Director as appropriate.

Maintains Voter Registration files using VREMS software (training available)

Implements special projects as assigned by Director including Poll Worker coordination and contacts as well as Voter Registration. Coordinates Poll worker materials.

Processes walk-in office traffic, Voter Registration, and phone calls, including reporting detailed messages to the director.

Actively involved in the Absentee Early Voting process.

**Additional Duties:**

- Requires studying journals, manuals and professional publications.
- Must relate positively to members of the public, candidates and other officials.
- Determine qualifications of voter registration applicants.
- Validate signatures from petitions for candidates and new political parties.
- Assist in absentee/ early voting process.
- Maintain county voter registration records.

**Data Entry**

- Must have computer skills, especially in data entry.
- Must be proficient in Microsoft Office. Video Editor a plus.

**Office Management**

- Requires handling or using voting machines and office equipment including computers for data entry, fax machines, copiers, telephones, and similar equipment.
- Requires organizational skills including filing and scanning documents

**The Voter Registration & Elections Clerk must complete the SEC Training and Certification Program within 18 months of initial hiring. Following certification, he/she must participate in at least one training course each year. (7-5-10 and 7-5-35).**

Please submit resume by email to  
**lwest@co.laurens.sc.us**