



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Deputy Registrar FY17-22 **DEPARTMENT:** Elections

ENTRY SALARY: \$12.20 per hour, plus benefits **PAY GRADE:** 9

REQUIREMENTS: Provide routine clerical and administrative support to the Supervisor of Elections and the Chief Registrar in the office of the Board of Elections. Assists with various voter registration and election activities. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or equivalent with a minimum of one year experience serving the general public and performing routine office tasks; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

DEADLINE FOR APPLICATIONS: 5:00 PM – August 30, 2016

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 08/16/2016