



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

DEPARTMENT: Elections & Registration

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

REQUIREMENTS: Must perform 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.

MINIMUM QUALIFICATIONS: High school diploma or GED .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 – March 15th, 2010

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

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