

**EDGEFIELD COUNTY GOVERNMENT**  
**Voter Registration Director**

Edgefield County is seeking qualified applicants for the position of Voter Registration Director. Job requirements include overseeing the daily operation of the Registration and Elections office; updating and maintaining files, planning, directing coordinating, and certifying all primary, general public, and special elections; receiving and answering questions and complaints from employees, general public, elected officials, other State and County offices and agencies, etc.; preparing an annual budget; informing the general public of registration and election laws, procedures, and requirements through news releases, public speaking and school programs; maintaining a secure and efficient work environment that will protect the sanctity and secrecy of the ballot, especially when absentee ballots are on the premises and the elections. Enter voter information into computer database. Clerical accuracy and the ability to communicate courteously and effectively are essential job skills. A Bachelor's degree in business administration or other relevant field, supplemented by two to three years of general administrative experience is preferable, but any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities will be considered. Must possess or be able to obtain State Election Commission Certification. Must possess a valid state driver's license. The starting salary for this position will depend on qualifications. Edgefield County conducts pre-employment testing for the use of illegal substances, as well as criminal background checks and DMV background checks. This position will remain open until filled by a qualified applicant. Applications may be obtained at the Edgefield County Administration Building, 124 Courthouse Square, Edgefield, SC or on our website at [www.edgefieldcounty.sc.gov](http://www.edgefieldcounty.sc.gov)

**EQUAL OPPORTUNITY EMPLOYER**