NOTICE

**Job Opportunity: Election Clerk**

Wayne County is seeking a detail-oriented **Election Clerk** to support the election process in compliance with Georgia election laws. Key responsibilities include:

* Registering voters and issuing photo IDs.
* Processing voter applications and maintaining voter files.
* Managing absentee ballots and coordinating voting machine setup.
* Composing reports, and assisting the public with voting information.

**Qualifications:**

* Knowledge of local, state, and federal election laws.
* Proficiency in Microsoft Excel, Word, and computer mapping systems.
* Strong interpersonal and organizational skills.

Applications are available at the **Wayne County Administrator’s Office** from **Monday to Friday, 8:00 a.m. to 5:00 p.m.** The deadline for submission is **December 20, 2024.**

Wayne County is an **Equal Opportunity Employer** and encourages all qualified individuals to apply.

Run as legal ad: 12/12, 12/19