



**Elections Division  
Administrative Assistant**

Primary job responsibility is to provide direct assistance to the Assistant Secretary of State for Elections. Responsibilities include but are not limited to assisting the ASOS with executive functions, scheduling/coordinating events, and general administrative duties.

- Perform administrative duties for the Assistant Secretary of State for Elections including:
  - Coordinate meetings, activities, events and travel for the Assistant Secretary of State for Elections and maintain calendar of events for the ASOS and the division.
  - Assist in drafting and reviewing correspondence for the Assistant Secretary of State for Elections
  - Extract and compile monthly reports from the Statewide Election Management System for the Assistant Secretary of State for Elections
- General administrative tasks for the Division: Maintain filing system for division, process divisional timesheets and leave forms and submit in SharePoint weekly; receive and log all divisional mail; maintain a contact list for all county election officials and update the website as necessary, forward voter registration applications and voter cancellations for individuals no longer residing in Mississippi, both electronically and by mail, to the respective county election officials; assist with various departmental projects.
- Constable Reports: Process Annual Financial Reports for Constables. Each constable in the state must file an annual financial report. Our office forwards a copy to PERS, and notifies the Attorney General's Office of delinquent reports. Reports are scanned to a drive, and original reports are maintained at our office until the appropriate time for filing with the Department of Archives and History.
- Coordinate mail outs; assist in drafting correspondence; monitor supplies and make appropriate requests; compose and route correspondence and other materials in order to ensure timely distribution and appropriate action is taken and deadlines are met; answer phone and take messages for Elections Division.
- Election phone calls: Administrative Assistant is the central point for all division phone calls. Any phone not answered in the Division rolls to the Administrative Assistant for taking a message. Also expected to be logged into the Elections Hotline system at all times.
- Receipt and verification of MS Voter ID cards; verification with voter SEMS data and forward to voter ID applicant.
- Special projects as assigned by Assistant Secretary of State.

\*Must be proficient in Microsoft Office Suite (word, excel, outlook, etc)