

JOB DESCRIPTION

Essex County, VA

Job Title	Assistant Registrar
Department	General Registrar
Category	Full Time or Part-time
FSLA	Non-Exempt
Pay Grade	
Report to:	General Registrar and/or Deputy Registrar
Supervises:	May answer questions for Temporary Registrar Clerks

JOB SUMMARY/PURPOSE

This position performs technical and intermediate administrative work in carrying out the duties outlined in the Code of Virginia, §24.2-112, as well as the policies and procedures set forth by the Virginia State Board of Elections. This position assists the office of the General Registrar with various aspects of voter registration, elections, maintenance of voter records and other records, education, and outreach. This position regularly communicates with candidates, officials, and the general public and serves as the first point of contact for visitors and callers. The Assistant Registrar is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Perform front office duties and serves as initial point of contact and performs administrative support and related duties, including, but not limited to, answering telephones and walk in public questions, and taking complete and accurate messages;
- Assists with accurate and timely processing of voter registration applications, checks for duplications, denials and changes, and assists with the maintenance of voter registration records and files;
- Responds to inquiries regarding voter registration, elections, and election laws;
- Provides information to the public, government officials, elected officials, news media, candidates, political party representatives and other individuals;
- Assists in all phases of in-person and by mail absentee voting, including maintaining the security of ballots, and assisting voters with the absentee voting process;
- Assists General Registrar with verification of petitions;
- Enters data into VERIS, state voter registration system;
- Assists with early voting by checking voter in and distributing the ballot;
- Assists the General Registrar with Election Day preparations, including, but not limited to, Electronic Pollbook (EBP), battery testing, assembling supply bags and packets for the polling locations for the day of elections and the compilation of Officer of Election training materials, polling place notifications, and EPB upload;
- Assists with Compiling and analyzing various administrative and statistical data to generate reports, performs research to respond to surveys;

- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with trends related to elections and voter registration;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by one (1) year of progressively responsible experience handling issues related to elections, voter registration, voting regulations or a closely related field.

Licenses or Certificates:

- Must have a valid driver's license and be registered to vote in the Commonwealth of Virginia

Other Requirements:

- Must pass a criminal background check

Knowledge, Skills and Abilities:

- Knowledge of federal and state voting regulations, voter registration and election laws and ability to learn updated regulations;
- Knowledge of standard office equipment, practices and procedures; and ability to learn other specialized election equipment;
- Skills in the Microsoft Office suite and other computer systems to learn State voter registration system;
- Ability to maintain and protect confidential information;
- Ability to apply and communicate federal and state voting regulations, voter registration and election laws to candidates, the press and the public;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills. Ability to produce documents that accurately convey information;
- Ability to operate a personal computer with proficiency;
- Deals tactfully and courteously with the public;
- Upholds established Registrar policies and procedures;
- Excellent customer service skills;
- Ability to establish and maintain effective working relationships with city officials, associates, candidates, and the general public.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, Electronic Pollbooks, voting equipment, Ballot Scanner, ADA compliant ballot marking device			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking or up and down to counter			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

