

**JOB DESCRIPTION**  
**Essex County, VA**

Job Title	<b>Temporary Registrar Clerk</b>
Department	General Registrar
Category	Part-time/Seasonal
FSLA	Non-Exempt
Pay Grade	
Report to:	General Registrar and/or Deputy Registrar
Supervises:	NA

**JOB SUMMARY/PURPOSE**

This position performs basic to intermediate level administrative work in assisting the office of the General Registrar, which includes providing excellent customer service as the first point of contact for visitor and callers. This position assists the office with all administrative/clerical aspects of voter registration, election preparation, absentee ballots, and early voting process in the Registrar's office. The Temporary Registrar Clerk 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.)*

- Serves as the office receptionist and performs administrative support and related duties for the office of the General Registrar;
- Answers telephones and takes complete and accurate messages;
- Assists voters with voter registration applications and answers inquiries concerning voter registration and registration laws;
- Assists voters with absentee voting applications and in-person absentee voting;
- Assists with early voting by checking voter in and distributing the ballot;
- Assists with Election Day preparations, including but not limited to, Electronic Pollbook 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;
- Performs general office duties, including but not limited to, filing, typing, data entry, creation of reports and other various office tasks, as designated by the General Registrar;
- Assists with outreach efforts with the General Registrar and public relations materials
- 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;
- 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 and one year of office type experience; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

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 or ability to learn them;
- Knowledge of standard office practices, procedures and equipment; and ability to learn other specialized elections equipment.
- Skills in Microsoft Office suite;
- Ability to maintain and protect confidential information;
- Ability to communicate effectively, both orally and in writing;
- Ability to learn, apply and relate federal and state voting regulations, voter registration and election laws to candidates, press and the public;
- Ability to sort and file alphabetically and numerically;
- Ability to use computer software, keyboard and mouse;
- 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 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/type				X
Climbing or balancing	X			
Stooping for filing		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).*

