

DEPUTY REGISTRAR

GRADE 27

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs difficult technical and intermediate administrative work assisting in overseeing the office of the General Registrar; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and assisting with voter registration and preparation for elections; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Recruits, assigns, supervises and conducts training for election officers. Plans for and coordinates seasonal staff, equipment and facilities.
- Supervises the accurate and timely entry of all voter registration applications, duplications, denials, and changes into the State Board of Elections database system.
- Administers absentee voting; prepares and provides security for paper ballots used for absentee voting by mail.
- Assists with preparation of annual budget; processes documentation pertaining to accounts payable for the department.
- Programs, tests, secures and maintains voting equipment.
- Maintains an inventory of supplies such as ballot boxes, forms, envelopes, and signs for each election.
- Provides information and responds to inquiries from candidates, press and the public.
- Produces various reports and statistics for Electoral Board and General Registrar.
- Assists candidates with qualifications, filing and campaign contributions, reports, verifies petitions for prospective candidates, ensures all deadlines are met according to state law.
- Assists the General Registrar and Electoral Board in Ascertain the Election results for certification of winners and process all official documents of the election which must be sent to the State Board of Elections for State Certification.
- Assists in coordinating public registration drives according to the Code of Virginia Election laws and the National Voter Registration Act.
- Prepares or completes various forms, reports, correspondence, lists, voter registration cards, maps, or other documents; receives various forms, reports, correspondence, applications, statistical reports, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Answers telephone; greets visitors; provides assistance and information concerning voter registration/election procedures, laws, timeframes, locations, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution.
- Processes new voter registrations; receives voter applications; reviews for accuracy and researches incomplete information; determines eligibility for registration and checks for previous registration; determines voter's district and precinct; enters information into computer; accepts applications from other jurisdictions and transfers to new jurisdiction; assists in planning and conducting voter registration drives.
- Ensures departmental compliance with Virginia election laws and all other applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Performs the duties of General Registrar as assigned and carries out other duties as prescribed by the electoral board.
- Maintains the powers of a conservator of peace.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of federal, state and local voting registration and election laws and regulations; comprehensive knowledge of registration and voting procedures and of the maintenance and protection of ballots, voting registration lists and records; thorough knowledge of standard office practices, procedures and equipment; ability to communicate ideas effectively in both oral and written forms; ability to plan and supervise the work of others; ability to operate a personal computer; ability to establish and maintain effective working relationships with the Electoral Board, County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in Business Administration or related field and considerable experience in voter registration.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must be a qualified voter of the Commonwealth of Virginia. Must be a Notary Public of the Commonwealth. Required to have Virginia Registered Election Official State certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.