

GENERAL REGISTRAR

GRADE 39

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work in directing, planning and organizing the management functions of voter registration and election administration; does related work as required. Work is performed under the general direction of the Code of Virginia and County Electoral Board. Supervision exercised over department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Administering a comprehensive program of uniform statewide voter registration to qualify citizens to vote in federal, state and local elections.

(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.)

- Provides all voter registration services and candidate and election administration responsibilities delegated by the electoral board to conform to federal and state constitutions, federal and state elections laws, and the policies and regulations established by the General Assembly, State Board of Elections and federal Election Assistance Commission.
- Assesses the community's needs by analyzing previous registration and election data and identifying service needs.
- Provides special registration services for schools and homebound residents.
- Negotiates with other government agencies and private sector businesses to develop field registration sites.
- Monitors the registration program to assure that it is convenient to all residents, cost effective, in compliance with all laws and executed with courtesy and accuracy.
- Manages elections preparation, including materials, machines, ballots, voting locations and election officials.
- Conducts absentee voting by mail and in-person.
- Manages a complex system of files; complies with legally mandated file retention and destruction schedules.
- Recruits and trains election officials.
- Responds to emergencies and complaints concerning the election process.
- Records election results; distributes to State Board of Elections, candidates, officials and the media.
- Develops and manages public information programs to promote and publicize the election process.
- Participates in the enforcement of election laws, including the Virginia Campaign Finance Act.
- Serves as liaison with other federal, state and local organizations.
- Maintains the powers of a conservator of the peace.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Federal, State and local citizenship, election laws and regulations; thorough knowledge of modern office procedures, accounting, public relations and computer systems; ability to plan, direct and manage a voter registration system; ability to express ideas effectively orally and in writing; ability to establish and maintain effective working relationships with local and State officials, employees and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with considerable experience in Public Administration, Political Science, Business Administration or a related field, supplemented with knowledge of voter registration principals.

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. Certification as an Election Administrator. Must be a qualified voter of Fauquier County and reside in the county or any of the three incorporated towns within the jurisdiction.

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