

King & Queen County

Full Time Chief Deputy Registrar-Voter Registration and Elections Office

GENERAL STATEMENT OF JOB

Under general supervision, assists the General Registrar/Director of Elections with voter registration and election activities. Work involves ensuring voters are registered and records and statistics are maintained in accordance with the National Voter Registration Act (NVRA), Help America Vote Act (HAVA), Virginia Election Laws, Virginia Public Records Act, Freedom of Information Act, Privacy Act, federal laws, and Department of Elections policies and procedures. Employee must exercise independent judgment, initiative, and attention to detail in completing all responsibilities. Employee must also demonstrate considerable knowledge, tact and courtesy in frequent interactions with citizens, state and local officials, and staff members. Reports to General Registrar/Director of Elections.

Employee will assist other departments within the county outside of election cycles. These responsibilities will be clerical in nature: filing, assist with mailings, etc.

The position beginning minimum salary is \$35, 455, plus benefits package.

DUTIES AND RESPONSIBILITIES

Answers telephone and greet visitors/customers; responds to inquiries regarding voter registration, elections, and election laws; provides information to the public, government officials, elected officials, etc., as requested.

Maintains computer-managed voter registration record system (VERIS): Processes voter registration applications in person, online and via mail; determines eligibility for voter registration and grants or denies registration as required by the Code of Virginia; process voter registration cancellations due to out- of-state voter registration, relocations, deaths, felony convictions; process name and address changes for registered voters; any other relating to voter registration.

Maintains accurate voter registration filing system.

Advises voter of voting precinct and district and issues voter registration cards/letters.

Assists with processing absentee ballot requests; provides in-person absentee voting and demonstrations of the voting equipment.

Assists with records retention schedule, redistricting, and performs other related work as required.

Assists General Registrar/Director of Elections with preparing supplies, equipment, signs, forms, reference manuals, etc. needed for Officer of Elections at the polling precincts on election day.

Assists political candidates filing for office. Reviews and verifies petitions, utilizing statewide computer system, and certifies number of signatures required by law.

Complete training provided by the Department of Elections including but not limited to Cyber Security Awareness training.

Assists in assembling election material for precincts, prepares forms and supplies for polling places (packs and unpacks supply bags.)

Assists in the inventory and storing of office and election supplies.

Assists Electoral Board and General Registrar/Director of Elections with training Officers of Elections.

Assumes responsibility for the office in the absence of General Registrar.

Performs other related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

Thorough knowledge of modern office procedures and computers including: Microsoft Word, Excel, PowerPoint and internet research. General knowledge of management principles and practices. Effective communication skills and ability to deliver information and explain procedure. Needs to have strong organizational skills and ability to accomplish assigned tasks with strict deadlines. Is able to maintain a variety of moderately complex records and to compile reports from records. Is able to exercise independent judgment, discretion and initiative in completing assignments and handling difficult public contact situations. Ability to respond to inquiries regarding voter registration and elections to the public, government officials, elected officials, candidates, political party representatives, and news media tactfully and always in a non-partisan manner.

Physical Requirement: Must be physically able to exert up to 50 pounds of force and/or a negligible amount of force. Sedentary work involves sitting most of the time, but may involve walking and standing for periods of time.

Language Ability: Requires the ability to read manuals, codes, regulations, contracts, specifications, drawings, charts, maps, graphs, bulletins, etc. Requires the ability to prepare correspondence, such as, letters, memos, reports, spread sheets, etc. with the proper format, punctuation, spelling and grammar.

Attendance: Attends work regularly and adheres to County/General Registrars policies and procedures regarding absences and tardiness. Provides adequate notice to General Registrar with respect to time-off requests.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County/General Registrar and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

MINIMUM QUALIFICATIONS

High school or GED and 2 years of experience in office work, which includes typing and public contact; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Election experience preferred but not required.

Shall not be the spouse of an Electoral Board member or the Director; shall not be any person or the spouse of any person who is the parent, grandparent, sibling, child or grandchild of an Electoral Board member or of the Director; shall not hold any other elected or appointed office; may be an Officer of Election.

Must have, or obtain, a current and valid Virginia driver's license in accordance with Virginia DMV driver's license eligibility requirements.

Must have significant attention to detail, take pride in his/her work, and be a self-starter with the ability to see a project through to completion accurately and independently.

Shall be a qualified voter of the Commonwealth.

Submit resume in any of the following ways, attention: Diane Klausen

- Fax 804-785-5792
- Email: dklausen@kingandqueenco.net
- Mail: PO Box 56, King & Queen Courthouse, VA 23085 Attn: Diane Klausen
- In person: 232 Allens Allens Circle, King & Queen Courthouse, VA 23085