



## PRINCE GEORGE COUNTY, VIRGINIA

July 2019

### DEPUTY REGISTRAR

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex professional and administrative work assisting the General Registrar in office and field operations related to the administration of elections and day-to-day departmental operations. Responsible for departmental operation in the absence of the General Registrar. Work is performed under the direct supervision of the General Registrar. The Deputy Registrar is appointed for a term not to exceed that of the appointing registrar and serves at his/her discretion.

This is sedentary work requiring the exertion of up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering 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 and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

##### **Assists with planning and directing office and field operations related to the administration of elections.**

*(The following tasks 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.)*

- Monitoring election activities for compliance with State and Federal Election laws;
- Collecting, preparing, and distributing all materials used to conduct elections;
- Developing and delivering trainings and manuals for Election Officials and others;
- Overseeing the Absentee Voting process;
- Determining eligibility of applicants to register to vote and/or vote in accordance with law;
- Coordinating of voter education and outreach initiatives;
- Overseeing management of physical and computerized voter registration records;
- Maintains current knowledge of Federal and State law regarding voter registration and election administration, as well as State Board of Elections and local policies and procedures;
- Provides information to elected officials, candidates for office, state and local political parties, media representatives and members of the general public as directed;
- Provides administrative support to members of the Electoral Board;
- Maintains records of campaign finance reports and public disclosure documents for public inspection. Audits reports of campaign contributions and expenditures for compliance with the Campaign Finance Disclosure Act;
- With General Registrar, proposes and monitors election legislation Lobbies for and against changes in State and Federal Election law;
- Participates in departmental training;
- Assists General Registrar in long-range planning for the department;
- Assumes the duties and responsibilities of the General Registrar in their absence;
- Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
- Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the laws; principles and practices of election administration and voter registration; thorough knowledge of voting procedures and equipment; ability to communicate complex ideas effectively; ability to establish and maintain working relationships with co-workers, elected officials, candidates for office, state and local agencies, political party representatives, media representatives and the general public; demonstrated ability to utilize automated

information systems (personal computer, state voter registration system); comprehensive knowledge of standard office practices, procedures and equipment; demonstrated ability to maintain complex records; ability to work under pressure and make impartial decisions; knowledge of military rights; spouses, children of age to vote who are overseas; familiarity with streets, subdivisions, precincts and districts within the County; some knowledge of voting procedures, maintenance and protection of voting registration lists and record.

**EDUCATION AND EXPERIENCE:**

Minimum of two years of experience in voter registration and election administration or other governmental office setting. Any combination of education and experience equivalent to an associate's degree from an accredited four-year college or university in business administration, communications, political science or other relevant fields. (Minimally, possession of a high school diploma or GED is required, and one year of relevant work experience may be substituted for each year of the required higher education.)

**SPECIAL REQUIREMENTS:**

Must be eligible to become a notary public. Position requires flexibility in working schedule during election season, which may include evenings and weekends. Must be a qualified voter in the Commonwealth of Virginia (24.2-112, Code of Virginia). The Deputy Registrar may not be a paid or volunteer worker in the campaign of a candidate for nomination or election to an office filled by election in whole or in part by the qualified voters of his/her jurisdiction. The Deputy Registrar may not hold elective office and may not be the employee or deputy of an elected official.