## ASSISTANT REGISTRAR

<table>
<thead>
<tr>
<th>Job Class #:</th>
<th>2210</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade:</td>
<td>7</td>
</tr>
<tr>
<td>Category:</td>
<td>Full-Time (with benefits)</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Reports To:</td>
<td>Director of Elections and General Registrar</td>
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**SUMMARY**

The Assistant Registrar performs clerical work assisting with voter registration and election preparation duties in the office of the General Registrar and Electoral Board.

**ESSENTIAL FUNCTIONS**

Assists with the registering voters as well as preparing, updating 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.)

- Answers inquiries concerning voter registration laws; provides information to the public concerning registration and voting.
- Processes voter registration applications and changes.
- Maintains an electronic voter registration record system, to include entering and deleting registrations, and making voter record and street file changes.
- Enters completed alpha card in VVRS; verifies E&V report and prepares generated voter cards for mailing.
- Files alpha cards and helps maintain filing system.
- Processes prohibited voter list of felons and deceased persons.
- Assists in maintaining data to transfer or purge voters who have relocated.
- Changes addresses and/or sends cards to other jurisdictions.
- Orders supplies for elections and office supplies.
- Prepares sample ballots.
- Assists citizens with absentee ballots.
- Assists Registrar with candidate packets, campaign finance reports and other candidate documentation.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of and ability to research federal, state and county election laws
- General knowledge of voting procedures, maintenance and protection of voter registration lists and records
- General knowledge of standard office procedures, practices and equipment
- Ability to operate a personal computer
- Ability to communicate ideas effectively in both oral and written forms
- Ability to follow oral and written instructions
- Ability to establish and maintain effective working relationships with the Electoral Board, associates and the general public.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- High School Diploma or equivalent
- 2+ years of administrative experience in an office environment, to include customer service

**WORKING CONDITIONS AND 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 fingerin, 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, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**POST OFFER REQUIREMENTS**

- Criminal background check.

<table>
<thead>
<tr>
<th>Department Head Recommended:</th>
<th>HR Manager Approval as to Form:</th>
<th>County Administrator Recommended:</th>
<th>Board of Supervisors Approved:</th>
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<tbody>
<tr>
<td>September 6, 2019</td>
<td></td>
<td></td>
<td>June 2, 2004</td>
</tr>
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</table>