

Part-Time Assistant Registrar - The County of Greene is seeking a part - time Assistant Registrar. Duties consist of processing voter registration applications, general office duties, and assisting in preparation of elections. Qualifications include a high school diploma or GED, registered voter, valid VA driver's license, and knowledge of Microsoft Office. Applications and the full job description may be obtained online at <http://www.greenecountyva.gov>. Submit County Application and cover letter to General Registrar, P.O. Box 341, Stanardsville, VA 22973 by July 6, 2018. Open until filled. Greene County is an EEO, AA, M/F/H/V employer.

# Assistant Registrar

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate administrative support work assisting with the registration of voters, answering inquiries concerning voter registration laws, providing information to the public concerning registration and voting, preparing, updating and maintaining voter records and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Registrar.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

## Essential Functions

Answers inquiries concerning voter registration laws; provides information to the public concerning registration and voting.

Processes voter registration applications and changes; advises voters of precinct.

Maintains voter registration record system, to include entering registrations, making voter record and street file changes and deleting felon and deceased registrations per state notification data.

Prints and mails registration cards; prepares office correspondence.

Prepares and packages materials for elections.

Prepares absentee voting materials.

Assists with the preparation of training materials; participates in training.

Maintains inventory of and orders office and election supplies.

Assists with voting machine storage and election preparation.

## Knowledge, Skills and Abilities

General knowledge of 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; some knowledge of personal computers and associated hardware, software and peripheral equipment; ability to type accurately; 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.

## Education and Experience

High school diploma or GED and minimal experience providing administrative support involving customer service, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None.