

# Assistant Registrar for King & Queen County, Job description/Duties

## **GENERAL STATEMENT OF JOB**

Under general supervision, assists the General Registrar/Director of Elections in 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.

Part-time employees shall work 2-3 days a week on a schedule set by the General Registrar. The schedule shall not exceed an average of 29 hours per week. No benefits for part-time employees shall be offered.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

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

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; advises voter of precinct and district and issues voter registration cards/letters.

Processes absentee ballot requests in-person, online and via mail.

Processes voter name changes, address changes and street file changes.

Contacts registered voters by mail that have relocated within King & Queen County, the Commonwealth of Virginia, or out-of-state registration; make inquiries to voters for registration information.

Prepares, updates and maintains voter registration records, maintains and files voter registration record books for public viewing.

Maintains computer-managed voter registration record system (VERIS) to include entering registrations and making voter record changes.

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

Provides in-person absentee voting and demonstrations of the voting equipment.

Provides other project development support as needed.

Assumes responsibility for the Electronic Pollbook system and its components.

## **ADDITIONAL JOB FUNCTIONS**

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

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.

Assists in development of materials designed to increase efficient Election Day operations

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: word processing, spreadsheet, database software, and internet research. General knowledge of management principles and practices. Demonstrates 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.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress when confronted with an emergency or daily situations.

**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.

**Hiring Salary Range:** \$11-\$12 hourly, depending on experience and qualifications

# General Registrar Temporary Assistant for King & Queen County, Job description/Duties

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## **GENERAL STATEMENT OF JOB**

Under general supervision, assists the General Registrar/Director of Elections with absentee voting, voter registration and election activities. Duties are performed 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.

Temporary employees work two (2) days a week for a period of six (6) weeks prior to each election during the “peak election period” and on an as needed basis. This employee will work as emergency back-up for the Registrar’s Office. No benefits for temporary employees shall be offered.

## **SPECIFIC 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.

Assist voters with voter registration applications in person, online and via mail; determines eligibility for voter registration as required by the Code of Virginia; advises voter of precinct and district.

Processes absentee ballot requests in person, online and via mail.

Contacts registered voters by mail that have relocated within King & Queen County, the Commonwealth of Virginia, or out-of-state registration; make inquires to voters for registration information.

May assist with updates and maintenance of voter registration records, maintains and files voter registration record books for public viewing.

May assist with computer-managed voter registration record system (VERIS) to include entering registrations and making voter record changes.

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

Provides in-person absentee voting and demonstrations of the voting equipment.

Provides other project development support as needed

## **ADDITIONAL JOB FUNCTIONS**

May assist with political candidates filing for office.

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 General Registrar/Director of Elections with preparing training documents for Officers of Elections.

Assists in development of materials designed to increase efficient Election Day operations

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

Performs other related work as required.

### **REQUIRED KNOWLEDGE AND ABILITIES**

Thorough knowledge of modern office procedures and computers including: word processing, spreadsheet, database software, and internet research. Demonstrates 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 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, bulletins, etc. Requires the ability to prepare correspondence, such as, letters, memos, reports, spread sheets, etc. with the proper format, punctuation, spelling and grammar.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress when confronted with an emergency or daily situations.

**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.

**Hiring Salary Range:** \$11 Hourly



Office of the Electoral Board and General Registrar  
County of King and Queen  
232 Allens Circle, P. O. Box 56  
King and Queen Court House, VA 23085

## APPLICATION FOR EMPLOYMENT

NOTICE: King and Queen County only employs U.S. Citizens and aliens authorized to work in the United States. In connection with this, all offers of employment are contingent on the production of certain documents that establish identity and eligibility to work in the U.S. U.S. Citizens will be required to produce a valid driver's license or ID card with photo and an original Social Security Card or a certified copy of a birth certificate or other documents that establish identity and eligibility to work in the U.S. King and Queen and its employees are subject to the Drug-Free workplace Act of 1988. You will be subject to drug and alcohol testing requirements.

### PERSONAL INFORMATION

Please provide your personal and contact information.

Name (Last, First, MI)

Nickname

Street Address

City

State

Zip Code

Mailing Address (if different from above)

City

State

Zip Code

( ) - - ( ) - - ( ) - -

Home Phone

Cell Phone

Other Phone

E-mail Address

Are you at least 18 years of age?

### REFERENCES

Please provide three personal references.

1) \_\_\_\_\_ ( ) - -  
Reference's Name Phone Number  
Email Address: \_\_\_\_\_  
Mailing Address

2) \_\_\_\_\_ ( ) - -  
Reference's Name Phone Number  
Email Address: \_\_\_\_\_  
Mailing Address

3) \_\_\_\_\_ ( ) - -  
Reference's Name Phone Number  
Email Address: \_\_\_\_\_  
Mailing Address

## EDUCATION

**Please provide the following educational information.**

\_\_\_\_\_  
Name of High School Attended                      City, State                      Dates Attended

Circle the highest grade you have completed:      1   2   3   4   5   6   7   8   9   10   11   12

Circle all that currently apply to you:

GED      High School Diploma      Associate's      Bachelor's      Master's      Doctoral

List all colleges, universities, trade, vocational and military schools you have attended:

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

Are you fluent in any foreign languages? (Circle one)                      Yes                      No

If so, list the language(s). \_\_\_\_\_

Typing Skills \_\_\_\_\_

Give information regarding your office and computer experience including Software knowledge and skills: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OTHER

If offered employment by the County, when will you be able to start work: \_\_\_\_\_

Have you ever been convicted of or plead guilty to a felony? \_\_\_\_\_ If yes, plain: \_\_\_\_\_

\_\_\_\_\_

Is anyone related to you either an official of or now employed by King and Queen County? If yes, give name and position with County: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT

Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

This application when properly completed and accepted by appropriate company personnel will remain active for 30 days from the date accepted and will be considered for any vacancy during this period for which the applicant has applied. This application will not be considered for employment vacancies beyond the 30 day period, unless renewed in person by the applicant.

I have read and understand each of the paragraphs appearing in this application and further certify that this application was completed by me and that all entries and information placed on it are true and complete. I understand that any false, incomplete or deceptive response made by me on this application or other required documents shall be grounds for denial of employment or discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please mail completed application to:**

**King & Queen County General Registrar  
P. O. Box 56  
King & Queen Courthouse, VA 23085  
Attn: Diane Klausen**

**OR**

**Deliver in person to our office at:**

**232 Allen's Circle  
King and Queen Court House, VA 23085**