

King & Queen County
Part Time Employee - Voter Registration and Elections Office

Job description/Duties

GENERAL STATEMENT OF JOB

Part time position is typically two (2) days a week; more days may be required prior to an election.
Pay rate: \$11-\$12 hourly, depending on experience and qualifications

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.

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.

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.

Provides other project development support as needed

Assumes responsibility for the Electronic Pollbook system and its components:

- Conducts all Electronic Pollbook scheduled maintenance:
- Documents and maintain all changes in software on each electronic pollbook (EPB)
- Maintain all hardware on each EPB
- Troubleshoot any problems and/or seek addition help from the vendor if needed
- Maintain management software for programming the EPBs
- Orders any material needed for maintenance

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.

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: 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.

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.



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**