



County of King William, Virginia
Est. 1702

NOTICE OF POSITION AVAILABILITY

ASSISTANT REGISTRAR VOTER REGISTRATION & ELECTIONS OFFICE

COUNTY OF KING WILLIAM, VIRGINIA

The County of King William, Virginia is currently seeking applications for the above position until filled. The position description follows.

The hourly wage for this position is \$11.00. The position is authorized for up to 14-21 hours per week on average.

Completed King William County Applications for Employment with resumes and professional references will be accepted at the Voter Registration & Elections Office, 180 Horse Landing Road #1, King William, VA 23086. Employment applications are available on the County website and can either be completed online: <http://kingwilliamcounty.us/employment-application/> or by printing a PDF version: http://www.kingwilliamcounty.us/Assets/employment_app.pdf and returning by mail. Preference given to King William County residents.

Questions concerning this position should be directed to Bobbi Langston, General Registrar/Director of Elections, at 804-769-4952.



County of King William County, Virginia
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POSITION DESCRIPTION

Assistant Registrar

Grade N06

Department: Office of General Registrar

Approved: July, 2017

General Description of Duties

The Assistant Registrar performs technical and intermediate administrative work in carrying out the duties outlined in the Code of Virginia, §24.2-114 and §24.2-112, as well as the policies and procedures set forth by the Virginia State Board of Elections. This position assists the office of the General Registrar with various aspects of voter registration, elections, education, and outreach. The position regularly communicates with candidates, officials, and the general public and serves as a first point of contact. A successful applicant shall be a registered voter of the Commonwealth of Virginia. The Assistant performs related work as required by the General Registrar. This position reports directly to the General Registrar and/or the Deputy Registrar in the General Registrar's absence and serves at the pleasure of the General Registrar. Work hours range from 14 – 21 hours per week, depending on work load. Work-As-Required (WAR) position.

Essential Functions

- Serves as office receptionist and performs administrative support and related duties, including, but not limited to, answering network telephones and taking complete and accurate messages
- Assists with accurate and timely processing of voter registration applications, checks for duplications, denials and changes, and assists with the maintenance of voter registration records and files
- Responds to inquiries regarding voter registration, elections, and election laws;
- Provides information to public, government officials, elected officials, news media, candidates, political party representatives and other individuals
- Enters data in the Virginia Election and Registration Information System (VERIS);
- Prints and processes daily reports
- Assists in assembling materials for voting precincts and public groups
- Processes mail to include voter correspondences, absentee ballot requests, out of state cancellations, address changes, etc.
- Greets general public and answers voter related inquires
- Performs related work as required

Minimum Education, Training & Experience

Minimum of high school diploma or GED in combination with experience in secretarial and office work; experience with voter registration/election work experience preferred; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities..

Preferred Training & Experience

- Working knowledge of standard office equipment, practices and procedures;
- Ability to maintain and protect confidential information;
- Ability to apply and relate federal and state voting regulation, voter registration and election laws to candidates, press and the public;
- Ability to use proper grammar, punctuation and spelling in all written and oral correspondence;
- Ability to operate a personal computer with proficiency in Microsoft Office suite;
- Ability to establish and maintain effective working relationships with County officials, associates, candidates, and the general public;
- Must be able to interpret and understand Code of Virginia and Federal statutes pertaining to election laws;
- Ability to understand and interpret current voting procedures, maintenance and protection of voter registration lists and records;
- Ability to provide courteous and efficient customer service;
- Ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Other Position Requirements

- Must be a Virginia Registered Voter (statutory)
- Flexibility to work beyond normal work schedule, as needed
- Must possess and maintain valid Virginia Driver's License
- Compliance with the requirements of Code of Virginia §24.2-112.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station. Ability to take handwritten notes clearly, rapidly and accurately.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require advanced oral communications ability.

Environmental Factors: Tasks are regularly performed in a modern office environment without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

King William County, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, King William County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This Position Description complies with Section 2-2 of the King William County Personnel Policies and Procedures Manual