

Deputy Registrar



General Summary of Classification:

Performs general paraprofessional work required to maintain accurate lists of qualified voters in Henrico County, assists candidates with filing candidates' forms and assists in the conduct of local, state, and federal elections in Henrico County; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Proficiently performs all the essential job duties of an Assistant Registrar I in addition to the following:
- Serves as resource or lead worker to Assistant Registrars I; organizes and oversees group tasks or projects as assigned; inventories and maintains adequate supplies for the office and insures voter registration applications are available throughout Henrico County in the sites established by the General Registrar;
- Determines eligibility for voter registration and grants or denies registration as required by the Code of Virginia; receives, reviews and correctly dispenses the returned voter confirmation notices that the State Board of Elections and General Registrars originate semi-annually as a requirement of the National Voter Registration Act; processes absentee ballot applications received from the general public, military and overseas voters;
- Plans and implements voter outreach programs; organizes or coordinates with interested parties voter registration drives and prepares all supplies needed; plans for, procures, and packs all election day supplies for distribution to the voting precincts;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent working knowledge of and use of correct grammar in both speaking and writing; excellent working knowledge of office terminology, procedures and equipment; ability to understand and follow complex oral and written directions; skill in map-reading; ability to maintain clerical records and prepare reports from such records; good analytical skills and the ability to make correct/informed decisions based on knowledge of the laws, policies and procedures governing the office of the General Registrar; good interpersonal skills and the proven ability to deal with the public in a courteous and diplomatic manner.
- **Technical:** Excellent computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems, and applications to complete assigned tasks, especially in word processing, basic spreadsheets, and Internet research.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with the County's diverse citizen populations using non-technical language to provide excellent customer service and accurately explain voter registration eligibility.
- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data, including federal regulations; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to plan, organize, and conduct meetings or training sessions.
- **Leadership:** Non-supervisory. Ability to work independently with minimal supervision and as part of a team.
- **Environment:** Works in an office setting; may work in various locations based on assigned duties, such as cross training.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

Minimum Education and Experience:

Education: Graduation from high school or GED;

Experience: Two (2) years of clerical or administrative work experience and two (2) years of experience doing the same work in an office of the General Registrar in Virginia;

OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.