

County of Henrico Job Classification

Part-Time Deputy Registrar I



General Summary of Classification:

Performs routine clerical and customer service tasks to support voter registration and election processes in Henrico County; assists with basic office functions and provides information to the public; performs other duties as assigned.

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

- Assists with processing voter registration applications and related documentation.
- Provides general information to citizens regarding voter registration and election procedures.
- Performs basic data entry and updates voter records in the Virginia Voter Registration System under supervision.
- Prepares and organizes election materials and supplies for precinct distribution.
- Answers phones, greets visitors, and routes inquiries appropriately.
- Maintains office files and inventory of forms and supplies.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic knowledge of office practices and procedures; ability to follow written and oral instructions accurately; attention to detail in handling voter information.
- **Technical:** Ability to use standard office equipment and basic computer applications for data entry and word processing.
- **Interpersonal, Communication and Customer Service:** Ability to communicate courteously and clearly with the public; ability to maintain professionalism when handling inquiries.
- **Decision-making and Authority:** Makes routine decisions within established guidelines; refers unusual issues to supervisor.
- **Leadership:** Non-supervisory; works under close supervision.
- **Environment:** Works in an office setting; may assist at election sites as needed.
- **Physical:** Visual and hearing acuity sufficient to perform assigned duties; ability to lift and carry light materials.

Minimum Education and Experience:

- **Education:** Graduation from high school or GED.
- **Experience:** One (1) year of clerical or customer service experience.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

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

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety-sensitive positions.
- Must be registered to vote in the Commonwealth of Virginia.
- Successful completion of required NIMS courses.

Job Code: G.F.N.0001

Date of Last Revision: 23-Feb-2026

This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.