

County of Henrico Job Classification

Part-Time Deputy Registrar II



General Summary of Classification:

Performs advanced clerical and technical tasks to support voter registration and election operations; provides guidance to part-time staff and assists with complex voter record maintenance; performs other duties as assigned.

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

- Reviews and processes voter registration applications and updates voter records accurately.
- Assists with resolving address discrepancies and voter eligibility issues.
- Provides detailed information to citizens regarding election laws and procedures.
- Prepares election materials and coordinates distribution to precincts.
- Maintains and updates voter registration databases; performs quality control checks.
- May assist with training and guiding part-time staff during peak election periods.
- Performs other duties as assigned.

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

- **Occupation-specific:** Working knowledge of voter registration laws and office procedures; ability to interpret and apply policies accurately; strong attention to detail and problem-solving skills.
- **Technical:** Proficient in using voter registration systems and standard office software for data entry and reporting.
- **Interpersonal, Communication and Customer Service:** Ability to communicate clearly and professionally with citizens and staff; ability to handle sensitive inquiries diplomatically.
- **Decision-making and Authority:** Makes decisions within established guidelines; exercises judgment in resolving routine issues; refers complex matters to supervisor.
- **Leadership:** Non-supervisory; may provide guidance to less experienced staff.
- **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:** Two (2) years of clerical or administrative experience, preferably in voter registration or elections.
- **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.0002

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.