

## PT DEPUTY REGISTRAR

### **GENERAL DEFINITION OF WORK:**

*FLSA: Non-Exempt*

Performs responsible skilled clerical and administrative work with the registration, voting and election activities for the county. Work is performed under general supervision of the General Registrar.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, directing, coordinating and supervising the elections process and staff; ensures that all voter and election records and files are prepared and maintained in a legal manner; maintaining records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists the elections process, including training.
- Maintains access and use of sites in county for voting precincts; assists with directing necessary maintenance and care of voting machines.
- Assists with voter registration, changes, deletions, etc. to keep voter rolls accurate.
- Provides information on population and registration
- Assists in public information programs to educate, make registration more accessible and voting and publicize changes in registration and election laws.
- Assist in the daily work of the office.
- Assumes the duties of the General Registrar in an emergency and when requested by the General Registrar.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of federal, state and local citizenship and voting registration laws and regulations; comprehensive knowledge of registration and voting procedures and of the maintenance and protection of voting registration lists and records; thorough knowledge of standard office practices, procedures and equipment; ability to establish and maintain effective working relationships with the State Board of Elections, county officials, associates and the general public; ability to plan, train and supervise the work of others.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### **SPECIAL REQUIREMENTS:**

None.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.