

CLASS SPECIFICATION FOR
Assistant Registrar II

GENERAL STATEMENT OF DUTIES: 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; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class works under the general supervision of the Office Supervisor and may direct the work of part-time employees or serve as a lead worker or resource to Assistant Registrars I. The incumbent is required to perform all duties in accordance with policies and procedures based on state and federal election laws. Decisions made by the incumbent concerning the work of the office are based on a good working knowledge of the Virginia Election Laws, the National Voter Registration Act, and the policies and procedures of the Office of the General Registrar and the State Board of Elections.

EXAMPLES OF WORK (illustrative only):

- 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;
- Maintains the electronic and manual files of voter registration documents;
- Processes absentee ballot applications received from the general public, military and overseas voters;
- Communicates verbally and in writing with the general public, employees of other Henrico County agencies, elected officials and candidates for elected offices;
- Plans for, procures, and packs all election day supplies for distribution to the voting precincts;
- 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;
- Serves as resource or lead worker to Assistant Registrars I;
- Organizes or coordinates with interested parties voter registration drives and prepares all supplies needed;
- Maintains the Henrico County street file database on the Virginia Voter Registration System using data provided by the Planning Office;
- Investigates citizens' complaints, problems, street address discrepancies, and possible voter fraud situations;
- Recruits, assigns, pays election officials for Henrico County;
- Researches, obtains bids, writes orders for purchases, monitors financial reports;
- Plans and implements voter outreach programs;
- Organizes and oversees group tasks or projects as assigned;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Computer knowledge and skills, especially in word processing, basic spreadsheets and Internet research; strong organizational skills; ability to work effectively with other staff members to accomplish assigned tasks with strict deadlines; good knowledge

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of and use of correct grammar in both speaking and writing; good 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 judgment; good interpersonal skills and the proven ability to deal with the public in a courteous and diplomatic manner; physical condition that permits such activities as heavy lifting, bending, stooping and occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, two (2) years of clerical or administrative work experience, including the use of personal computers or automated systems and two (2) years of experience doing the same work in an office of the General Registrar in Virginia; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: The incumbent must be registered to vote in the Commonwealth of Virginia and possess a valid Virginia driver's license.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.