

Job Class Code: 0510	FLSA Status: Non-Exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to handle complex issues regarding voter registration, absentee voting, election officials and candidate filings. The class is responsible for overseeing the Assistant Registrar I positions and processing applications for the area of responsibility. The class works independently according to set procedures under direct supervision.

TYPICAL TASKS

- Handles Federal Form 76 post card registrations and absentee ballot requests, as well as Virginia absentee ballot applications; prepares and mails/emails ballots to voters; and ensures State required absentee ballot lists are up-to-date.
- Organizes marked ballots to be delivered to the Chief of the Central Absentee Voting Precinct for counting on the day of the election.
- May supervise or lead subordinate personnel, including training, scheduling, assigning and evaluating work.
- Orders election supplies, enters requisitions, and prepares and packs election supplies to be used in the precincts on election day.
- Assists the Electoral Board by hiring and recommending removals of Election Officials; administers election officials' oaths and assigns to precincts; maintains election officials' database/files, and trains election officials on proper procedures for Election Day, as well as, law requirements.
- Submits payroll information to the departmental payroll clerk.
- Assists candidates with filing forms; maintains campaign finance reports; enters voting results and prepares reports and abstracts.
- Reviews error and validation reports of all transactions; prints and mails voter notices.
- Researches and handles applications from prohibited voters and applicants as well as duplicates.
- Maintains records such as general files, election files, and historical records according to the Records Retention and Disposition Schedule; creates and updates publications, website, and advertisements for the department; handles FOIA requests.
- Prepares routine data reports for area of responsibility.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Computes or performs arithmetic operations using data or information.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs basic addition and subtraction, such as making change or measuring.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory	Guides others making a few decisions, affecting the individual and a few coworkers.

Control

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement

Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in election laws, secretarial skills, or a closely related field.

Experience

In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.

Special Certifications and Licenses

None

City of Chesapeake

Class Title: Assistant Registrar II

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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