

Position Code: 0510	FLSA Status: Non-Exempt
Pay Code: 3	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to scan incoming cards/applications for registration and decide whether to deny or accept the applications. The class is responsible for applications for the area of responsibility. The class works according to set procedures under direct supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Scans incoming applications and decides whether to accept or deny the applications for registration in accordance with departmental procedures and regulations. • Prints report of previous day's work and checks report for accuracy. • Mails out-of-state cancellations. • Sends voter applications to libraries, other City offices, community centers, and high schools. • Enters application data into computer system. • Assists citizens who come in to vote absentee, checks records on registered voters, gathers candidate contribution information, or request copies of reports. • 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	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent 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 Control	Guides others making a few decisions, affecting the individual and a few coworkers.

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 six months of related, full-time equivalent experience.
Special Certifications and Licenses	None

City of Chesapeake

Class Title: Assistant Registrar

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.