

Position Code: 0530	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform difficult clerical and routine administrative work to assist in delegated phases of activities of the Office of the General Registrar and the Electoral Board. The class works under general supervision and is responsible for exercising full supervision over assigned team of subordinate assistants.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Assists in preparing and maintaining current local records to be submitted to the state for new voter registration applications and changes in existing records. • Registers voters which involve answering inquiries and otherwise providing information to the public concerning registration and voting laws. • Supervises registration drives and contiguous registration. • Schedules, supervises, and evaluates work of subordinate assistants. • Assists voters in casting absentee ballots and ballots voted by mail. • Supervises preparation of correspondence to election officers from Electoral Board such as notification and maintenance of current files on election officer appointments and meetings, oaths of office, and delegated liaison activities between election offices and Electoral Board. • Supervises preparation and dissemination of election office materials for each precinct polling place and the processing of purges. • Orders and maintains required registration and election supplies from State Board of Elections and routine office supplies. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices or uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, customers, public officials, and others in the general public.

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.

Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience and at least one year as a first level supervisor.
Special Certifications and Licenses	Requires a valid driver's license and driving record in compliance with City Driving Standards. Must be a registered voter in the City of Chesapeake.

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.