

**ASSISTANT REGISTRAR**  
**Pulaski County**

**Department:** Pulaski County General Registrar

**Reports to:** Director of Elections

**Supervision Exercised:** None

**Supervision Received:** Performs intermediate skilled clerical work; does related work as required. Work is performed under regular supervision.

**Classification (FLSA):** Non-Exempt                      Full time – Forty (40) hours/week

**Category:** Administrative

**Hours of Work:** Monday thru Friday 8:00 a.m. until 4:30 p.m. (limited overtime required and Saturday hours close to the election)

**Job Summary:**

Performs intermediate skilled administrative support work assisting with the registration of voters, preparing, updating and maintaining voter records and files, assisting with the preparation for elections, and other duties as necessary and assigned. This position must present and maintain professionalism and confidentiality at all times.

**Essential Functions:**

- Registers voters, maintains voter registration records and enters data into Virginia Electronic Registration Information System (VERIS);
- Answers inquiries concerning voter registration laws; provides information to the public concerning registration and voting;
- Processes voter registration applications and changes and advises voters of precincts;
- Verifies and processes registration records as received from the Department of Elections;
- Verifies and processes daily reports from VERIS;
- Mails absentee ballot requests; Maintains and reconciles absentee ballot reports on system;
- Assists in the preparation and assembly of election materials for precincts;
- Verifies petitions;
- Acts as a receptionist, greets all visitors, determines their needs;
- Answers telephone and provides routine information;
- Proficient use of computer to include Microsoft Excel, Word, Powerpoint;
- Creates documents and spread sheets; develops election material;
- Nothing contained herein shall be deemed to limit the duties of the position to the examples stated in the job description.

**Work Environment:** This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, etc.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, stoop, walk, and use hands. This position requires the ability to occasionally lift office products and election supplies up to 50 pounds and may require flexibility in work hours to accommodate election schedules.

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**Education & Experience:** High school diploma or GED, or equivalent combination of education and experience. Associates Degree preferred but not required, at least two years of experience in office environments. Advanced computer skills.

Must be a qualified voter in the Commonwealth of Virginia as required by Section 24.2-112; must subscribe and swear to the oath required in Article 11, Section 7 of the Constitution of Virginia. A copy of the oath must be filed with the Clerk of the Circuit Court.

**Knowledge, Skills and Abilities:**

Some knowledge of Federal, State and County election laws; general knowledge of voting procedures, maintenance and protection of voter registration lists and records; general knowledge of standard office procedures, practices and equipment; ability to type accurately; ability to operate a personal computer; ability to communicate ideas effectively in both oral and written forms; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

**Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the Director of Elections. The Director reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.**

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_