



King William County
Est. 1702

NOTICE OF POSITION VACANCY

ASSISTANT REGISTRAR COUNTY OF KING WILLIAM, VIRGINIA

King William County, Virginia (pop. 16,000+) is presently accepting applications with professional resumes and references for the position of Assistant Registrar. This is a new full-time position as of July 1, 2018. The full job description for this position is attached. Salary is \$30,000+ depending on qualifications and experience, with benefits.

Completed King William County Application for Employment (downloadable from <http://kingwilliamcounty.us/departments-and-services/human-resources>) along with professional resume and references may be submitted electronically (PDF format only, please) to registrar@kingwilliamcounty.us (Subject Line: Assistant Registrar) or by mail to: Voter Registration & Elections, 180 Horse Landing Road #1, King William, VA 23086 – Attn: Ms. Bobbi Langston. Applications accepted until position filled.

King William County is an Equal Opportunity Employer.



**COUNTY OF KING WILLIAM, VIRGINIA
VOTER REGISTRATION & ELECTIONS**

JOB DESCRIPTION

Job Title:	Assistant Registrar	
Position No.:	013200-1100-02	
Position Class:	Administrative	
Pay Grade:	N13	

GENERAL DESCRIPTION:

The Assistant Registrar is appointed by the General Registrar, and the term of appointment may not exceed the term of the General Registrar. The Assistant Registrar should possess a comprehensive knowledge of Federal and Virginia election laws and State Board of Elections policies and applications. Strong organizational and office administration skills and knowledge are needed.

The Assistant Registrar performs the duties of the General Registrar in her/his absence and administers personnel and financial activities related to voter registration and elections; performs related work as required or needed. Serves at the will of the General Registrar

ESSENTIAL FUNCTIONS:

Responsible for the registration of voters, maintaining the specialized data bases related to elections, and trouble shoots and resolves all aspects related to voter registration;

Assists the General Registrar in the planning, implementation and staffing of all voter registration and election activities of the office and the Board of Elections for the County of King William, insuring that all Federal and State legal requirements are fulfilled;

Serves as the office Records Retention Coordinator who is responsible for the timely and accurate destruction of records and the reporting of such to the appropriate state agency;

Assists with the preparations required to conduct elections;

Manages the inventory and ordering of all office related supplies and equipment;

Ability to learn and demonstrate the laws governing voter registration and the conduct of elections, and the State's required procedures in the maintenance of voter lists and other official records;

Knowledge of personal computers and their applicability to the work and mission of the office of the General Registrar;

Analytical skills and the ability to evaluate situations and problems and to offer effective solutions based on the needs and resources of the office;

Establish and maintain effective working relationships with employees and the general public;

Public speaking skills and the ability to communicate effectively with co-workers, County officials, public figures, citizens and the media are necessary;

Ability to coordinate the work of several diverse work units or groups of employees to meet the goals and mission of the office;

Must obtain strong organizational skills, team-building, leadership skills and excellent customer service skills.

SECONDARY FUNCTIONS:

Secondary functions may be assigned to the position by the General Registrar.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

High School diploma, college preferred.

Five (5) years of business or office management work experience, including two (2) years in a supervisory capacity.

PREFERRED TRAINING AND EXPERIENCE:

Bachelor's degree preferred, in business administration, public administration or a related field;

Prior experience with voter registration/election work experience desired OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities. See VA Code Section 24.2-112.

OTHER POSTION REQUIREMENTS:

Must possess and maintain Virginia Driver's License.

Shall be a qualified voter of the Commonwealth of Virginia.

Must be able to pass a Criminal Records Check including fingerprinting.

Proficiency with current Microsoft Office Suite software applications, especially Excel, PowerPoint, Outlook and Word.

Normal office hours are 8:30 am to 4:30 pm. During elections and peak times overtime and weekend work will be required.

Lifting of objects between 30 and 50 pounds could be required.

Must provide own transportation.

Must be able to multitask while providing excellent customer service to internal and external customers.

GENERAL STANDARDS OF PERFORMANCE:

The position is expected to comply with and fulfill the following general standards of performance:

Attendance: Attends work regularly and on time with minimum tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Attends meetings, planning sessions and discussions on time. Provides required notice in accordance with policy with respect to all forms of time-off requests.

Cooperation: Readily accepts supervisory/managerial instruction and direction and strives to meet the goals and objectives of same. Questions such instruction/direction only when clarification of results or consequences are justified, i.e., instances of unclear communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all employees within the County.

Coordination of Work: Consistently plans and organizes daily work routine. Establishes priorities for the completion of work to make most efficient and effective use of time. Avoids duplication of effort. Accurately estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

Creativity: Regularly seeks new and improved methods, policies and procedures for enhancing the effectiveness of County operations. Employs imagination and creativity in

the application of duties and responsibilities where latitude is granted. Is not adverse or resistant to change.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, procedures and practices. Accepts accountability for meeting assigned responsibilities.

Human Relations: Is a 'team player' and strives to develop and maintain good rapport with other employees. Is not abrasive or discourteous. Does not allow personal issues to interfere with employment relationships. Does not instigate or spread rumors or gossip.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises sound and practical judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks advice when needed and adequately researches problems, situations and alternatives/options before exercising judgment.

Quality of Work: Maintains high standards of accuracy in executing duties and responsibilities. Takes immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities under Essential and Secondary Functions and as otherwise assigned.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

SPECIAL STANDARDS OF PERFORMANCE:

Knowledge of Job: Demonstrates sound, practical intellectual and intuitive grasp of the various aspects of the job, and the ability to quickly learn and understand the most effective and efficient approaches and means by which desired outcomes may be achieved. Understands and accepts that job responsibilities are performed within a frequently dynamic and changing financial and political environment, and appropriate sensitivity to external issues and exercise of discretionary judgement is frequently required.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work cooperatively with others and interact in a professional, pleasant and non-abrasive manner.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential and secondary functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The foregoing is intended as a general description of job responsibilities and performance expectations and does constitute a contract for employment between the employee and the County of King William, Virginia.
