



**COUNTY OF KING WILLIAM, VIRGINIA  
OFFICE OF THE GENERAL REGISTRAR**

**NOTICE OF POSITION VACANCY**

**GENERAL REGISTRAR  
COUNTY OF KING WILLIAM, VIRGINIA**

King William County is accepting applications for General Registrar with responsibility for all election activity for the County of King William. This is an appointed position by the Electoral Board of King William County for a term of four (4) years. Salary will be competitive and based on qualifications and experience. Applicants must be a registered voter in King William County before being sworn in as the General Registrar.

The duties of the General Registrar shall include but not be limited to: provide opportunities in an equitable and non-partisan manner for all qualified citizens of King William County to register to vote; maintain accurate and current voter registration records used in all elections; ensure that the election results are accurate; be an information resource for the citizens and candidates regarding voter registration and elections; carry out other duties as prescribed by the Electoral Board; attend annual training programs provided by the State Board of Elections; and conduct these activities in accordance with the elections laws of the United States Constitution and the Commonwealth of Virginia.

The General Registrar shall have a comprehensive knowledge of voting laws under the Code of Virginia, the Voting Rights Act and the Freedom of Information Act; general knowledge of standard office practices, procedures and equipment and office techniques; demonstrated knowledge of personal computers to include knowledge of word processing, spreadsheets and related programs; ability to interact with the public in a professional, courteous and pleasant manner, in person and on the phone; and good oral and written communication skills.

Applications will be accepted online through <https://kingwilliamcounty.us/> through the close of business on December 2, 2019. King William County is an Equal Opportunity Employer. Benefits offered through the County of King William.