



GLOUCESTER COUNTY
invites applications for the position of:

Deputy Registrar

OPENING DATE: 11/16/2020

CLOSING DATE: Continuous

DESCRIPTION:

[Welcome to Gloucester County, VA](#)

Attention: This position is open until filled. Review of applications will begin immediately!

The Deputy Registrar performs precise, detailed records management and technical work assisting the Director of Elections and General Registrar in the Elections and Voter Registration Office. Employee must exercise independent judgment, initiative and attention to detail in completing all responsibilities.

Employee must demonstrate considerable knowledge, tact and courtesy in frequent interactions with citizens, state and local officials, and staff members.

Employee must be able to work overtime in the evenings and on weekends for election preparations and Early Voting. Reports to the Director of Elections and General Registrar.

The hiring salary for the Deputy Registrar will be \$36,963 +/- based on qualifications.

QUALIFICATIONS:

Possession of a high school diploma/GED, supplemented by coursework in secretarial, computer science, business or public administration.

Three (3) years of related experience.

SPECIAL REQUIREMENTS:

Must be a qualified voter in the Commonwealth of Virginia.

Possession of Virginia Registered Election Official certification is preferred.

To apply on-line, visit our website at: www.gloucesterva.jobs

A cover letter, current writing sample and resume must be submitted with the online application for consideration. NOTE: To be considered for this position, a completed application with a minimum of 3 professional references must be listed on application.

Gloucester County is an Equal Opportunity Employer