



COUNTY OF ACCOMACK HUMAN RESOURCES

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Voter Registrar – Director of Elections

F/T position with benefits

Salary: \$69,000 - \$77,000 (as determined by population-based formula)

The Registrar is an appointed position and sworn official with overall responsibility for administering the provisions of the Virginia Elections laws under guidelines established by the State Board of Elections and the Accomack County Electoral Board. In addition, the Registrar is responsible for the management and operations of the Accomack County office of Voter Registration and Elections including the duties and powers of a Registrar as stated in Virginia Code 24.2-109 to 24.2-114. The Registrar consults with, advises, and reports to the Accomack County Electoral Board on all issues relative to the administration of elections and voter registration.

As a full time appointed official, the Registrar is typically the “public face” of the local electoral process. This position plans, manages and implements all phases of voter registration and election activities and operations for the County and its municipalities; trains poll workers; and maintains records, files and documentation for voter registration and elections. This position also supervises the Registrar office staff and, during election days, poll workers. The Registrar will fill an unexpired two-year term and then is subject to reappointment by the Electoral Board every four years thereafter.

Minimum qualifications: Associate’s degree, supplemented by five years of experience, at least two in a supervisory role; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; Excellent communication skills and demonstrated computer proficiency. **Preferred qualifications:** Bachelor’s degree; Bi-lingual capabilities a plus; **Special Requirements:** Registered voter in the Commonwealth of Virginia; Possession of a valid driver’s license; Satisfactory completion of a criminal background check and drug screening prior to employment; Completion of State sponsored training in elections and voter registration within 12 months of appointment.

Additional details and application instructions can be obtained from the County’s website: <https://www.co.accomack.va.us/residents/job-opportunities>

First consideration will be given to applications received prior to 4:30 p.m. on Tuesday, May 18, 2021.

For questions, or to request accommodation, please contact: Human Resources, 757-787-5705 or AskHR@co.accomack.va.us