

**EMPLOYMENT OPPORTUNITY --
ASSISTANT REGISTRAR
Grayson County, Virginia**

Department: Grayson County Voter Registration

Reports to: Director of Elections & General Registrar

Supervision Exercised: None

Supervision Received: Performs intermediate skilled clerical work; does related work as required for successful conduct of Grayson County, Virginia elections. Work is performed under regular supervision.

Classification (FLSA): Non-Exempt; Part-time – Hours per week will vary and will require flexibility in work hours to accommodate election schedules

Category: Administrative

Hours of Work: Monday thru Friday 8:00 a.m. until 4:30 p.m. (limited overtime required and Saturday hours for the 2 Saturdays immediately preceding each 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:

- Act as a receptionist, greet all visitors and determine their needs;
- Answer telephone and provide routine information;
- Proficient in use of computer software to include Microsoft Excel and Word;
- Create documents, spread sheets, and other various election materials as needed;
- Perform daily data entry via the processing of voter registration applications and updates and the maintenance of voter registration records;
- Respond to inquiries concerning voter registration laws;
- Provide information to the public with regard to registration and voting and assigned voter precincts;
- Assist with the process of Early Voting to include By-Mail and In-Person voting;
- Verify and process daily voter and election reports;
- Verify candidate submissions to confirm ballot qualifications;

NOTE: Nothing contained herein shall be deemed to limit the duties of the position to the examples/essential functions 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.

Required Education & Experience: High school diploma or GED, a minimum of two years of experience in an office environments, and advanced computer skills.

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The successful applicant must be a qualified voter in the Commonwealth of Virginia as required by Virginia Election Law §24.2-112; and, must subscribe and swear to the oath required in Article 11, Section 7 of the Constitution of Virginia which will be filed with the Grayson County Clerk of Circuit Court.

Preferred Knowledge, Skills and Abilities: Some knowledge of Federal, State and County election laws; general knowledge of voting procedures, maintenance and protection of confidential 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 both orally and written; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

TO APPLY FOR THIS POSITION:

Interested individuals may apply via submission of a Cover Letter, a resume, and a completed “Commonwealth of Virginia Application for Employment”.

DEADLINE FOR APPLICATION SUBMISSION: Friday, July 9, 2021, at 4:30 PM.

These required documents may be delivered:

1. In person or by mail to - Grayson County Voter Registration
129 Davis Street, Room #101
PO Box 449
Independence, VA 24348
2. By e-mail to - sreavis@graysoncountyva.gov

Ctrl + Click for a printable employment application form: <https://graysoncountyva.gov.scdn1.secure.raxcdn.com/wp-content/uploads/2018/10/Va-State-Application.pdf>

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 of Elections reserves the right to revise or change job duties as the need arises. Moreover, the Director of Elections reserves the right to change job descriptions, job duties, and/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.

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