



**GLOUCESTER COUNTY**  
invites applications for the position of:

## **Assistant Registrar-Part Time**

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**HOURLY:** \$13.20

**OPENING DATE:** 7/22/2021

**CLOSING DATE:** Open Until Filled

**Description:**

Under general supervision, performs precise, detailed records management and technical work assisting the General Registrar and Director of Elections in voter registration and election activities. Employee must exercise independent judgment, initiative, and attention to detail in completing all responsibilities. Employee must also demonstrate considerable knowledge, tact and courtesy in frequent interactions with citizens, state and local officials, and staff members. Reports to the General Registrar and Director of Elections.

**Required Knowledge, Skills, and Abilities:**

General knowledge of office practices and procedures, organization and function of Department.

General knowledge of the Virginia Election Laws, legislation and processes.

General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, and Excel; specialized programs and the internet.

Knowledge of local government, community and political structure, federal and state election laws, and budgeting and standard office procedures.

Ability to interpret policy and procedural guidelines and to resolve problems and questions.

Ability to maintain a variety of moderately complex records and to compile reports from such records.

Ability to prepare correspondence, reports, budgets, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech.

**Qualifications:**

High school diploma or GED.

**Special Requirements:**

Must be a qualified voter in the Commonwealth of Virginia.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: [www.gloucesterva.info](http://www.gloucesterva.info).

*Gloucester County is an Equal Opportunity Employer*