

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

Department: Grayson County Voter Registration

Reports to: Director of Elections & General Registrar

Classification (FLSA): Non-Exempt; Part-time @ \$12.00/hr.

Job Summary:

The Assistant Registrar performs 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. 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. This position requires the ability to occasionally lift office products and election supplies up to 30 pounds.

Essential Functions:

- Act as a receptionist, greet all visitors and determine their needs in a professional and courteous manner;
- Answer telephone and provide routine information;
- Provide information to the public with regard to registration and voting and assigned voter precincts;
- Competency in the use of computer software to include Microsoft Excel and Word;
- Maintain and protect confidential lists and records;
- Perform daily data entry via the processing of voter registration applications and updates and the maintenance of voter registration records;
- Assist with the process of Early Voting to include By-Mail and In-Person voting;

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

Required Education/Experience/Other: High school diploma or GED and a minimum of two years of experience in an office environment. The successful applicant must be a qualified voter in the Commonwealth of Virginia as required by Virginia Election Law §24.2-112.

TO APPLY FOR THIS POSITION:

Interested individuals may apply via submission of a completed “Commonwealth of Virginia Application for Employment”.

POSITION WILL REMAIN OPEN UNTIL FILLED

Application 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>

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