



Assistant Registrar

Montgomery County Director of Elections/Registrar's Office
#170106-1

Montgomery County Director of Elections Office has an opening for Assistant Registrar. This position is responsible for registering voters, maintaining voter records through VERIS and assisting the public, the Electoral Board and elected officials. The position is also responsible for maintaining computer files, creating spreadsheets containing election information and statistics and preparing documents for office usage. Essential duties include but not limited to: Answering telephone calls; Answering questions from the public, Checking candidate petitions and providing absentee ballot information; Entering data into VERIS to register voters and change/update their information; Preparing election night spreadsheets and entering data into computer systems; Sending correspondence to voters and election officials; Entering invoices, account payables into the MUNIS System for the County; Processing Absentee Ballot Applications requested for mailed and emailed ballots; Filing Voter Registration Applications daily; Processing Felons and Mentally Incapacitated Applications; Preparing Officer of Election Alpha Rosters; Check Candidate Filings and Candidate Reporting Deadlines for Campaign Finance. This position will be responsible to work long hours/overtime in preparation for, and on, election day(s).

High School Diploma/GED equivalent and one year related general office experience required. Computer and software proficiency necessary, and high customer service acumen and ethics in keeping with a position of public trust. Starting salary \$31,342+ DOE/DOQ. Excellent benefits package (paid health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, wellness program/onsite clinic, and much more). Interested candidates should complete online employment application and include cover letter, resume, CV, or military NCOER/DD-214 attachments at: <http://www.montgomerycountyva.gov/hr> by 5pm, **Friday, August 13, 2021** to be considered. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

