

County of Nottoway, Virginia

General Registrar

The Nottoway County Electoral Board is seeking qualified candidates to serve in a nonbiased political atmosphere that possesses strong leadership and management experience to work in the full time, exempt, position of General Registrar. The General Registrar position will expire June 30, 2023, with an opportunity for appointment to be extended based on an evaluation of work performance.

**Job Summary:** Nottoway County's General Registrar will be responsible for overseeing operations of the voter registration office under general supervision of the Nottoway County Electoral Board, perform technical and administrative duties to efficiently and effectively register and maintain Nottoway County voters, assist candidates for public office in local elections, conduct and accurately ascertain the results of local, state, and federal elections held in Nottoway County in accordance with all relevant state and federal laws and regulations, exercise effective supervision and leadership over Deputy Registrars, Assistant Registrars, Election Officers, and volunteers, Carry out the provisions enumerated in code section §24.2-114, Duties and Powers of General Registrar, and code section §24.-706 and -710 regarding duties of the General Registrar in Absentee Voting. This position will also be responsible for conducting and participating in public outreach programs to educate the public about voter registration, election related dates and deadlines, and changes to election laws, and overseeing candidate filings and campaign financing reporting consistent with the Campaign Finance Disclosure Act of 2006.

**Preferred Qualifications:** College Degree in Public Administration, Business Administration, or similar disciplines. Knowledge of voter registration practices and procedures. Must be or become a registered voter in the Commonwealth of Virginia. Must be or obtain a notary commission.

Starting salary range is \$75,135 - \$82,123 (upon certification) annually. Starting offer is based on applicable education, experience, and internal equity. A full job description can be found at <https://nottoway.org/wp-content/uploads/2021/10/General-Registrar-Job-Description.docx>. A job application can be found at <https://nottoway.org/wp-content/uploads/2021/09/Nottoway-County-Job-Application.pdf>. Please send a cover letter, resume, three professional references, and application to [lmorgan@nottoway.org](mailto:lmorgan@nottoway.org). The full time General Registrar position will remain open until filled. Nottoway County will begin reviewing applications November 12, 2021.

**Nottoway County, Virginia is an Equal Employment Opportunity Employer.**