



## Albemarle County Local Government

### Senior Assistant Registrar

Senior Assistant Registrar  
**Voter Registration / Elections**  
Full-Time, 12 months  
Non-Exempt, Paygrade 12  
VRS-Eligible, Benefits-Eligible

### **The Senior Assistant Registrar**

The Senior Assistant Registrar serves as the immediate assistant to the Deputy Registrar of Voters in the Department of Voter Registration and Elections. Performs complex technical and clerical work for the proper registration of all eligible voters, the maintenance of current and accurate records, and the fair, free and efficient conduct of all elections in Albemarle County, in accordance with federal and state elections laws. Analyzes, verifies, and determines eligibility for voter registration and early voting. Issues early voting ballots in-person and by-mail to eligible voters. Confirms voter registration by weekly mailing of voter registration confirmation cards. Maintains and manages the integrity of highly sensitive personal information of approximately 82,000 registered voters. Provides excellent customer service with tact and diplomacy. Enters voter registration and other data into the statewide voter registration database. Reviews data entry into the statewide voter registration database by Assistant Registrars to ensure accuracy. Primarily responsible for managing and reviewing tens of thousands of voter registration transactions annually. Assists in training several hundred precinct election officers in advance of elections. Work is performed under general supervision with latitude for independent judgment. Supervision is exercised over subordinate Assistant Registrars.

**DEADLINE FOR APPLICATIONS:** Position open until filled.

**PROCESS:** For consideration, please apply at <https://albemarleva.tedk12.com/hire/index.aspx>

### **EOE/EEO**

Albemarle County is an equal employment opportunity employer and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regard to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.

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