



Carroll County, VA Electoral Board Seeking General Registrar

The General Registrar is an appointee of the Carroll County Electoral Board.

General Definition of Work As required by the Code of Virginia, performs the duties of the General Registrar and is director of all election processes. Performs management, supervisory, technical and intermediate administrative work in carrying out duties outlined in the Code of Virginia, §24.2-114, as well as policies and procedures set forth by the Virginia State Board of Elections. This position manages all aspects of voter registration, elections, maintenance of voter records and other records, education, and outreach. This position regularly communicates with candidates, officials and the general public. The General Registrar is responsible to plan, organize, implement and supervise the registration of voters and election services and programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Functions

- Plans, develops, coordinates and directs the activities of the Voter Registration and Elections office, including voter registration; candidate processing and filing; pre-election and election day voting; ballot design; equipment programming and testing; poll worker recruitment and training and voter outreach effort; development of local policies and procedures, strategic plan and long-term goals for the Voter Registration and Election office;
- Oversees accurate and timely processing of voter registration applications including eligibility determination and denial notification process in accordance with Code of Virginia and State Board of Elections guidelines and checks for duplications, changes, and the maintenance of voter registration records and files;
- Responds to inquiries regarding voter registration, elections, and election laws, including guidance and technical support to candidates; certifies eligible candidates for election and verifies petitions; accepts, and reviews campaign finance reports in accordance with State Department of Elections guidelines;
- Provides information to the public, government officials, elected officials, news media, candidates, political party representatives and other individuals;
- Conducts all phases of in-person and absentee voting, including maintaining the security of ballots, and assisting voters with the absentee voting process;
- Plans, develops, implements, and maintains physical and cyber security plan for all voting machines, ballots and electronic poll books; ensures all equipment and materials are maintained, distributed to each precinct voting location and ready and accessible to voters;
- Enters data into VERIS, state voter registration system, including election night results reporting, street file maintenance, name/address changes and verifies information is entered in VERIS;
- Oversees all aspects of early voting including planning, training, and implementation;
- Develops and prepares materials for education, public relations, and advertising programs for election and voter education purposes, including planning, developing and implementing voter outreach programs for voter registration and elections;
- Conducts and designs training of election workers and officer of election training;
- Analyzes departmental performance and usage data to make informed projections about future needs, including staffing, space requirements, equipment, and supplies; produces local and state reports as required;
- Develops department policies and procedures; assigns, trains, and supervises staff and personnel actions such as hiring, evaluating, coaching, counseling, disciplining and terminating; consults with County Administrator and Human Resources Director as needed;

- Assists Electoral Board with voting equipment research, purchase, and implementation;
- Creates document for voting equipment use and training for in-house and Election Day;
- Prepares and administers operating budgets for department; presents budget to the Electoral Board, County Administrator and to the Board of Supervisors when requested;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related duties as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeping current with trends related to elections and voter registration;
- Consistent on-site and on-time attendance is essential based on assigned schedule.

Education and Experience

Bachelor's Degree in Public Administration, Business Administration, Management, Communications, or related field, with significant experience working in state or local government administration, preferably in voter registration and election administration, and supervisory experience; or equivalent combination of education and experience. CERA and/or VREO professional election official certification and Master's Degree preferred.

Special Requirements

Driver's License Valid in the Commonwealth of Virginia

Registered Voter in the Commonwealth of Virginia

Resident of Carroll County

Must Obtain State Certified Election Official within One Year of Employment and Strongly Recommended to

Obtain National Certified Election Official within One Year of Employment

For more information and to apply, visit www.carrollcountyva.gov/employment