



Montgomery County Director of Elections/Registrar's Office
Deputy Registrar
#170102-1

Montgomery County Director of Elections Office has an opening for a Deputy Registrar. Position assists with the management of local, State, and Federal elections, including ballot design and layout, election equipment preparation and testing, and assists with the development of training plans for election officers; assists with absentee voting process, early in-person voting; reviews, interprets and implements complex and continually changing laws, regulations and policies (local, State and Federal) relating to the election process, including accessibility issues; assists management with training of election officers before each election; responsible for registering voters, maintaining voter records and assisting the public, the Electoral Board and elected officials; responsible for maintaining computer files, creating spreadsheets containing election information and statistics and preparing documents for office usage. Other duties include, but are not limited to: answering telephone calls; answering questions from the public, verifying candidate petitions; sending correspondence to voters and election officials; processing absentee ballot applications requested for mailed and emailed ballots; processing felons and mentally incapacitated; check candidate filings and candidate reporting deadlines for campaign finance. During election cycles, this position will be responsible for working long hours in preparation for, and on, election day(s). A High School Diploma/GED equivalent and one year related general office experience required. Computer and software proficiency is necessary, and high customer service acumen and ethics in keeping with a position of high public trust is required. Starting salary \$34,556+; starting pay dependent on experience/qualifications, plus excellent benefits (health, dental and vision, flex spending, life, disability, VRS retirement, 401 & 457 retirement options, onsite clinic, wellness programs, and much more). Qualified candidates should submit an online application with a resume and cover letter at:

www.montgomerycountyva.gov/HR. Application review begins immediately, position is ***open until filled***. For 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.

