



Hanover County Government, General Registrar

SALARY: \$91,791.00 - \$156,044.00 Annually

LOCATION: Hanover, VA

JOB TYPE: Full-time

TO APPLY: www.hanovercountyjobs.com

In order to be considered for this position, you must provide a cover letter along with resume when submitting your application

Description

Executive-level position serving as the County's General Registrar/Director of Elections. Under the authority of the County Electoral Board and in accordance with Title 24.2, State Board of Elections guidance, and the General Registrar and Electoral Board (GREB) Handbook, administers voter registration and directs the conduct of all federal, state, and local elections in the locality. Appointed by the Electoral Board for a four-year term.

Organization: Appointed by and reports to the Electoral Board; leads the Voter Registration Office and supervises permanent and temporary staff. Performs duties required by law and duties delegated by the Electoral Board under Va. Code § 24.2-114.18. Works with the Electoral Board, Department of Elections/State Board, election officers, and county departments (e.g., finance, IT, facilities, HR, public safety) to deliver lawful, accessible, and secure elections.

Essential Functions:

- Direct voter registration and election operations in compliance with Title 24.2, State Board guidance, and the GREB Handbook.
- Maintain official voter records in the statewide voter registration system (VERIS); protect confidential information.
- Perform voter list maintenance (agency transactions, voter updates, cancellations/removals as authorized, and required notices/mailings).
- Administer early voting and absentee voting (in-person and by mail), including ballot tracking, required logs and chain-of-custody, and delivery of absentee materials to precincts to the Clerk. Operate the Central Absentee Precinct (CAP) and, in consultation with the Electoral Board, set CAP start time based on volume.
- Manage precinct and polling place administration, including legal/ADA compliance, post-election reviews, and emergency relocations in consultation with the Electoral Board.
- Plan election readiness: ballots/supplies and required reporting; program/test voting systems; maintain the equipment security plan with County IT; conduct L&A testing (with required notifications); seal/secure equipment; maintain chain-of-custody; deploy equipment and materials.
- Recruit, assign, and evaluate election officers, including chiefs/assistant chiefs, subject to Electoral Board approval; deliver and document required training; certify training completion; maintain required postings and records.

- Provide Election Day support and incident response; resolve eligibility questions; coordinate with the Electoral Board, election officers, and county partners.
- Issue required notices and notifications; post/publish required materials; transmit abstracts, lists, and reports (including compliance reporting) to ELECT and other required authorities in a timely manner.
- Support post-election activities: provisional reconciliation, materials transport to the Clerk, recount/audit transfers, canvass/certification support, and required reporting to the Department of Elections.
- Process candidate and ballot-item filings, including reviews of required documents for accuracy and timeliness.
- Maintain election and voter registration records; ensure lawful public access and retention.
- Develop and administer the Voter Registration Office/Electoral Board budget; manage procurement, contracts, and inventory.
- Supervise staff (hiring recommendations, performance, scheduling, and required administration) consistent with applicable rules and Board direction.
- Serve as a primary public contact; provide accurate information and customer service with impartiality.
- Other duties as assigned by the Electoral Board.

Working Conditions:

- Hazards
 1. None Known
- Environment
 1. Office, warehouse, involved in logistics of equipment and travel to polling places
 2. Physical Effort – May involve lifting up to 25 pounds if assisting with voting machines
- FLSA Status
 1. Exempt
 2. No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of Title 24.2; State Board regulations/guidance; and GREB Handbook procedures. Knowledge of voter registration, early/absentee voting, precinct and polling place operations, election officer management, voting system security, and canvass/certification processes. Skill in applying complex rules and deadlines, maintaining accurate records, preparing required notices/reports, and using VERIS and common office software. Ability to lead staff, train election officers, plan and prioritize under tight timelines, and communicate effectively with the public and stakeholders while maintaining strict nonpartisanship and confidentiality.

Education, Experience and Training: Bachelor’s degree in a related field and progressively responsible administrative/operational leadership experience (preference for elections or compliance-driven work), including supervision – OR – “Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Must obtain and maintain required Department of Elections/State Board training/certification.

Special Conditions:

- Must obtain valid Driver's License within 30 days of employment to be eligible to operate a county vehicle (or ability to meet travel requirements for polling place and election logistics needs).
- Successful completion of required background checks, as applicable.
- Work beyond normal business hours is required during peak election periods, including evenings, weekends, and holidays as needed.
- Must meet all eligibility and restriction requirements of Va. Code § 24.2-110 and other applicable statutes and guidance, including (but not limited to) residency/qualified voter requirements, nepotism restrictions, and limitations on other employment/office holding.
- Must be a Hanover County resident and a qualified voter, unless otherwise permitted by law.
- Appointed for a four-year term by the Electoral Board; reappointment is based upon performance.
- Must comply with statutory relationship restrictions involving Electoral Board members (including spousal and close familial relationships) as provided in Va. Code § 24.2-110.
- Subject to restrictions on holding other offices and certain employment as provided by Va. Code § 24.2-110, § 24.2-114, and other applicable provisions.
- Must maintain strict nonpartisanship and comply with all statutory and policy limitations on political activity applicable to General Registrars and their offices.