



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant Registrar II  
(16030)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Office of the Registrar*  
(16)

**Revision Date:** January 2008

**General Description:** This is a clerical position. The incumbent performs routine tasks related to the voting process.

**Organization:** The Assistant Registrar II reports to the Registrar and supervises no staff.

### **Essential Functions:**

- Enters data into computer system.
- Assists with outside voter registration, as needed.
- Assists with preparation of election materials.
- Responds to inquiries from the public on the telephone and in person.
- Verifies information for completeness and accuracy.
- Performs related work as assigned.

### **Working Conditions:**

- A. Hazards
  - None Known
- B. Environment
  - Office – Primary
  - Field
- C. Physical Effort
  - Occasional lifting of objects over 50 pounds, such as registration materials.
  - Must provide transportation to work sites.
- D. Non-exempt

**Knowledge, Skills and Abilities:** Requires familiarity with VA Election Laws, National Voter Registration Act, and procedures set forth by the State Board of Elections. Must be able to communicate effectively – both orally and in writing. Ability to follow instructions, read maps and work independently, required. Knowledge of Hanover County's address system and election districts/precincts, preferred. Computer skills desired, preferably in Microsoft Office.

**Education, Experience and Training:** High school diploma or equivalent, required.

### **Special Conditions:**

- Serves at the will of the General Registrar for Hanover County
- Registered Voter
- Criminal Records Check, including fingerprinting
- Pre-employment typing test
- Twelve-month probationary period – unless seasonal
- Work beyond normal work schedule, as needed
- Essential staff designation – Election/Registration Days ONLY