



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant Registrar III
(16035)

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 III reports to the Registrar and supervises no staff.

Essential Functions:

- Enters data into computer system.
- Processes address changes.
- 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.
- Provides technical assistance to lower level Assistant Registrars.
- Performs related work as assigned.

Working Conditions:

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

Knowledge, Skills and Abilities: Requires knowledge of VA Election Laws, National Voter Registration Act, and procedures set forth by the State Board of Elections. Must be computer literate, preferably in Microsoft Office. Must be able to communicate effectively – both orally and in writing.

Education, Experience and Training: High school diploma or equivalent required with experience working in an office environment performing related work preferred. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

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