



Assistant Registrar II #00053

City of Virginia Beach – Job Description

Date of Last Revision: 04-21-2020

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 15

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform difficult clerical work involved in conducting voter registration and efficient State and Federal elections in the City of Virginia Beach. Review, maintain, prepare and process new voter registrations, changes in registrations, deletions in registrations, absentee ballot applications, and absentee ballots.

Work is performed independently under the general supervision of the Voter Registration Supervisor or the Senior Registrar according to the requirements levied by the Electoral Board and the General Registrar, in accordance with State and Federal election laws.

Representative Work Functions and Responsibilities

Register voters for the City of Virginia Beach and determine qualification of voters as required by State law; prepare and process registrations, mail registrations, changes in and deletions of registrations; handle Federal Form 76 post card registrations; place permanently registered applicants on State Board of Elections application lists by precinct, record them by number and designate whether a federal or civilian applicant; and participate in registration drives.

Receive, review, and correctly dispense the return voter confirmation notices originated by the State Board of Election and General Registrars semi-annually as a requirement of the National Voter Registration Act.

Provide accurate information to constituents regarding voter registration, election activities and absentee ballots.

Ready ballots for forwarding to voter; and mail ballots to applicants.

Handle absentee ballot requests as well as Commonwealth of Virginia absentee ballot applications; and place marked ballots in envelopes to deliver to the Chief of the Absentee Ballot Voting Precinct for counting on the day of the election.

Participate in filing, checking voter lists and poll books for verification of votes; and assist in checking all voter registration and election work in the office to include computer printouts for office transactions.

Assist the Electoral Board in its appointment and notification of over 1,000 election officials for 98 precincts; provide election officials with oaths, handle compensation of officials; and assist General

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Registrar with instructional meetings for election officials.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Provide correct and expeditious processing of new voter registrations, deletion of registrations, changes in registrations, and absentee ballot requests; satisfactorily communicate with election officials of differing ages and political parties; locate election officials for the Electoral Board, carefully checking for their party affiliation, and whether they meet state legal requirements for their office; careful to understand all voter registration matters in a manner to preserve a constituent's right to vote; available to work overtime as needed; available to work at various Virginia Beach satellite offices as needed.

Minimum Qualifications

High school or GED plus three (3) years' experience in positions providing the knowledge, skills and abilities listed above such as an administrative specialist; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Must be a registered voter in the Commonwealth of Virginia.

Must be able to obtain a notary commission.

Must have a valid Virginia driver's license.

Preferred Qualifications

May vary with position assigned.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of the Virginia Election Laws and the National Voter Registration Act.
2. Comprehensive knowledge of office practices and record maintenance.
3. Knowledge of the geography of the City, location of voting polls and additional registration sites.
4. Knowledge of voter registration and voting procedures.
5. Computer knowledge and skills, especially in Microsoft Office and web based applications.

B. Skills

1. Strong written, verbal communication and organizational skills.
2. Skill in using standard office equipment.

C. Abilities

1. Ability to understand and follow difficult oral and written directions.
2. Ability to maintain voter registration and election records and prepare reports from such records.
3. Ability to make minor decisions in accordance with laws, ordinances, regulations and established policies.
4. Ability to provide assistance to voters and the general public and to clearly explain voter registration and related procedures.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

5. Ability to establish and maintain effective working relationships with other employees and the general public.
6. Ability to perform tasks requiring incumbent to sit or stand for extended periods of time throughout the workday.
7. Ability to perform extensive data entry or maintain handwritten records for extended periods throughout the workday.
8. Ability to hear voices at a conversational level.
9. Ability to work more than 8 hours in a day or 40 hours in a week, with occasional requirements to work more than 5 consecutive days in a week.
10. Ability to operate a motor vehicle.
11. Ability to operate a computer and use city standard software, including but not limited to Microsoft Office Suite.
12. Ability to operate other standard office equipment such as printer, copier, calculator, and multiline phone system.
13. Ability to comprehend and follow oral and written instructions with minimal guidance from others.
14. Ability to effectively relay general and sensitive information to diverse groups through oral and written methods of communication.
15. Ability to work efficiently and plan own work assignments and schedule to meet long term goals and objectives.
16. Ability to perform a variety of assigned tasks that may vary from day to day.
17. Ability to establish and maintain effective working relationships with merchants, the public, city officials, supervisor, and co-workers.
18. Ability to perform tasks that require obtaining cooperation from co-workers or citizens to accomplish assigned tasks.
19. Ability to work independently, but seek guidance from others when uncertainties arise.
20. Ability to remember procedures or steps and recall them to carry out routine tasks.
21. Ability to adjust routine procedures to accommodate challenges or improve processes.
22. Ability to adjust to typical work stressors and maintain composure in stressful situations.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 30 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*

Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an

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operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

This job requires normal visual acuity, and field of vision, hearing, and speaking.

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