

Buckingham County Voter Registration and Elections Office

Post Office Box 222

Buckingham, VA 23921

434-969-4304

elections@buckinghamelectoralboard.org

Employment Opportunity

Position: Full Time Deputy Registrar

Starting Salary: \$32,242.00 with County Benefits

Description:

The Buckingham County Director of Elections is seeking a Deputy Registrar. The primary duty of the Deputy Registrar is to assist the General Registrar/Director of Elections in ensuring the efficiency, accuracy, and integrity of every election in order to maintain voter, candidate, and political party confidence. The position provides professional, administrative and technical assistance to the Director of Elections. Maintains working knowledge of federal, state, and local laws pertaining to voter registration and all activities related to conducting an election. Performs necessary duties as a point person for absentee voting. Assumes the duties of the Director of Elections in his/her absence and assists with all administrative duties of the Director as needed.

Essential Job Responsibilities:

- Assisting the Director of Elections with planning and administering Federal, State and Local elections
- Provide accurate voter registration, absentee, election or other applicable information to voters, candidates, citizens and organizations by phone or in-person
- Must interact with the public, office staff, Electoral Board members, County Administration, candidates and Registrar with respect, professionalism and high level of customer service in a non-partisan manner
- Maintain working knowledge of the National Voter Registration Act (NVRA), Help America Vote Act (HAVA), Code of Virginia, and guidelines from the Virginia Department of Elections and State Board of Elections
- Perform all duties pertaining to the registration of voters and maintenance of voter rolls
- Assist potential candidates with forms, petitions, deadlines and verifying petition signatures
- Perform all duties accurately/expeditiously as the absentee vote by mail point person; process absentee applications; prepare/mail ballot packages; log returned ballots; maintain ballot cure log; maintain the permanent absentee list; prepare all notices/mailings regarding absentee ballots; maintain a working knowledge of Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), Federal Post Card Applications (FPCA), Federal Write-In Absentee Ballot (FWAB) and all other aspects of absentee voting
- Assist with election preparation and packing of election equipment
- Assist with inventorying and maintaining election, early voting and absentee voting supplies
- Cross-train on all aspects of the office

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Qualifications:

- High School Diploma/GED equivalent
- Minimum of three years of general office experience
- Experience as a voting precinct Election Officer is highly desirable
- Experience as an Assistant Registrar is strongly preferred
- Demonstrated computer proficiency skills with emphasis on Microsoft Office applications
- Must be a registered voter in the Commonwealth of Virginia
- Ability to handle difficult public contact situations with tact and in a **non-partisan** manner
- Candidate will be asked to refrain from all activity, or appearance of activity that may indicate a personal preference or partisanship to any political party or candidate
- Excellent oral/written communication skills
- Strong organizational skills
- Ability to lift and carry 40 pounds
- Must be able to work extended hours as necessary, during the week and on weekends
- During early voting periods will be required to assist with weekend voting and evening training
- The ideal candidate will be self-starter, detail oriented, team player who works well under pressure and has the ability to meet multiple and sometimes conflicting deadlines

Applicants should submit a **Buckingham County Application for Employment**. Applications can be submitted via email to gchiesa@buckinghamelectoralboard.org; in person at the Elections Office located at 13360 W James Anderson Hwy, Buckingham, VA 23921; or by mail to Buckingham Elections, PO Box 222, Buckingham, VA 23921.

Disclaimer: the above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Buckingham County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.