



DEPARTMENT: Office of the General Registrar

NATURE OF WORK:

The General Registrar as an appointed State employee is responsible for administering provisions of the Virginia Election Laws under the guidelines established by the State Board of Elections, and the general maintenance and operations of the Office of General Registrar as stated in Section 24.2-114 of the Code of Virginia.

Ensures qualified citizens are properly registered to vote; and maintains records and statistics in accordance with Section 24.2 of the Code of Virginia, the Virginia Public Records Act, the National Voter Registration Act, the Freedom of Information Act, the Voting Rights Act of 1965, the Overseas Citizens Voting Rights Act, all other applicable federal laws, and State Board of Elections policies and procedures.

Assists in the administration of the electoral process in James City County; supervises volunteer assistant registrars, and administrative support staff, and provides advice and assistance to the Electoral Board.

ESSENTIAL FUNCTIONS OF THE JOB:

Registers citizens and maintains files of registered voters, including but not limited to:

- ◆ integrity of social security numbers;
- ◆ identifies and supervises record updates of all voters affected by redistricting/precincting and notifies of change;
- ◆ Confirms voters received proper credit after each election;
- ◆ Deletes records of convicted felons, advising them by letter and informing them of steps to have their voting rights restored; citizens declared incapacitated by the court; and deceased registrants;
- ◆ Verifies registrant's current address via the confirmation program;
- ◆ Establishes and supervises satellite registration sites.

Implements County regulations, personnel policies, OSHA safety training, workload indicator reports, payroll, employee evaluations, position classification upgrades, merit raises, incentive awards; attends goal sessions and management staff meetings and serves on study committees.

Prepares General Registrar budget and assists with Electoral Board budget.

Purchases office equipment, maintenance contracts and supplies; maintains inventory of registration and election supplies and materials; orders ballots and voting machines as directed.

Reconciles monthly expenditures reports.

Maintains list of appointed Officers of Election; recommends potential officers; mails requisite forms to appointees; administers oaths as Notary Public; updates data file annually; staffs polling sites; audits vouchers and forwards to accounting.

Assists with preparation of training programs for Officers of Election, including scheduling of training sites.

Creates and maintains candidate files; accepts, verifies and certifies candidate forms including petitions, Certificate of Candidate Qualification, Organization of Candidacy and Statement of Economic Interest; receives, audits and acknowledges Candidate Campaign Contribution and Expenditures Reports.

Certifies applications for absentee ballots; issues absentee ballots in person and by mail; maintains absentee list.

Provides a central reporting site for the media and others to receive unofficial election returns after the polls close.

Posts on-line results for each election to the Virginia Information Providers Network website.

Compiles and reports election statistics.

Maintains permanent "Election Results" files.

Prepares on-going voter education projects by using electronic media, news releases, articles, public notices; actively solicits news media support of voter registration innovations and programs; provides materials and information to local educational professionals.

Prepares reports for the State Board of Elections and James City County Electoral Board.

Answers all inquires under the FOIA.

Submits required preclearances to the U.S. Justice Department, under Section 5, Voting Rights Act of 1965, as amended.

Carries out such other duties as assigned by the Electoral Board.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with departmental safety procedures and the County Safety program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of General Registrar's and Electoral Board's Handbooks and the Virginia Voter Registration System procedure manual.

Knowledge of the State and Federal voter registration laws and procedures.

Knowledge of the procedures for the administration of Section 5 of the Voting Rights Act of 1965, as amended.

Knowledge of local election district and precinct boundaries.

Knowledge of candidate filing procedures and campaign contributions and expenditures reporting requirements.

Knowledge of voting procedures in person and absentee.

Knowledge of applicable records maintenance and retention policies and procedures.

Knowledge of local government administrative regulations, policies and procedures.

Knowledge of standard office procedures, practices and equipment, including use of a computer (and terminal main frame to the VVRS).

Knowledge of standard accounting and bookkeeping principles and procedures.

Ability to communicate effectively, both orally and in writing.

Ability to make presentations to groups and enlist group sponsorship of registration drives.

Ability to maintain a public image of professionalism in the operation and conduct of business in the Registrar's office.

JOB LOCATION AND EQUIPMENT OPERATED:

Computer with e-mail and internet capability, printer, calculator, copier, and fax machine.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, augmented by college courses; experience as an assistant registrar or any equivalent combination of acceptable education and experience providing the background for the development of the knowledge and abilities cited above.

Attendance at State Board of Elections training and Voter Registrars Association of Virginia training and meetings.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license.

Resident and registered voter of James City County.

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Date: February 2006

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: General Registrar Position Number: 027
Department: Office of the General Registrar Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other State Board of Elections
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>voting machines</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Computer, voting machines, filing.

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull						✓	✓		
Hold/Carry					✓		✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other _____
- Not essential to job function

Stairways

- 1 flight
- 2 flights
- 3 or more flights
- Other _____
- Not essential to job function

Steps

- 1-2
- 2-3
- 3-4
- Other _____
- Not essential to job function

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit				✓				✓	
Walk		✓						✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
- Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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