

The seal of James City County, Virginia, is circular. It features a central image of a ship on the water. The text "James City County" is written in a circular path around the top. Below the ship, the number "634" is prominently displayed, with "Jamestown" and "1607" written in smaller text underneath.

**GENERAL REGISTRAR ASSISTANT II
(Voter Registration)**

DEPARTMENT: Office of the General Registrar

NATURE OF WORK:

Performs detailed records management and administrative work assisting the General Registrar in conducting elections and/or registering voters. Implements National Voter Registration Act in accordance with Federal and State laws. Ensures that voters are registered, records and statistics are maintained, and elections are conducted in accordance with applicable laws, mandated policies, and established procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

Serves as liaison to the General Registrar for voter registration activities; acts for the General Registrar in his/her absence; supervises the daily operations of the office based on area of responsibility.

Trains, supervises, and informally evaluates the performance of General Registrar Assistant I and Volunteer Registrars; assigns duties and work schedules; records volunteer hours, and checks and signs time sheets, as appropriate.

Uses Virginia Voter Registration System (VVRS) terminal daily to process additions, deletions, and changes; accesses records and statistics for in-office and official requests; manages data entry on street file listing; proofs all staff work on the VVRS; identifies and updates voter records affected by reprecincting or redistricting.

Manages records retention and disposal in accordance with Virginia Public Records Act; files Certificate of Records Disposal with the Virginia State Library and Archives (through James City County Records Management Office).

Assists General Registrar and Electoral Board with preparation of budgets.

Devises and maintains statistical charts to track office workload and effectiveness for workload indicator reports submitted with budget requests, for ongoing registration statistics, and volunteer hours for each registration site.

Maintains information and reports requested under the Freedom of Information Act; assesses copying charges, issues receipts and forwards to the James City County Treasurer.

Assists candidates and political parties with filing requirements and forms; verifies petitions for candidates political parties and referenda.

Reviews and notarizes monthly Campaign Contributions and Expenditure Reports filed by candidates and incumbents under the Campaign Finance Disclosures Act.

Checks the Registered Voters List (RVL) against voter registration records; after each election, checks computer list of “Those Who Voted” against poll books and each precinct RVL.

Assists General Registrar and Electoral Board with training of Officers of Election.

Using statistical data, suggests boundary lines for splits of election districts and changes in precinct lines. When lines/splits are approved by the Board of Supervisors, makes appropriate changes to the street file to place voters in correct precinct or district.

Drafts form letters for in-office use; uses PC for updating statistical and other reports for public information, reports for to the Board of Supervisors and for planning purposes.

Prepares correspondence and assists General Registrar with educational programs, public notices, and news releases.

Recruits and trains volunteer Registrars to conduct outreach sites annually during regular and weekend hours; keeps updated records of volunteers; locates, schedules, and coordinates outreach registration sites that comply with law; oversees the work done by volunteer Registrars in other County agencies and maintains monthly statistics.

Oversees the determination of qualifications and registration of residents of Virginia; identifies and transmits registrations to correct locality; notifies James City County voters of their election districts; precinct, and polling place; cancels previous out-of-state registrations; processes transfers into and out of James City County; conducts extensive research to verify changes in voter addresses; deletes records of deceased, adjudicated incompetent, and convicted felons; advises felons of letter, and of process for restoration of civil rights.

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

Performs work safely and in accordance with department 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.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed primarily in the Office of the General Registrar. Operates standard office equipment to include (but not limited to) computer, network telephone, Voter Registration System program, calculator, fax machine, copy machine, and laser printer.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of General Registrar and Electoral Board handbooks; Virginia Voter Registration System Manual; Privacy Act; Section 5, Voting Rights Act of 1965, as amended; Freedom of Information Act; Campaign Finance Disclosure Act; Virginia Public Records Act; and National Voter Registration Act of 1995.

Thorough knowledge of voting procedures.

Thorough knowledge of street file maintenance.

Thorough knowledge of standard office procedures, practices, and equipment, including use of computer terminal, copier, PC with Windows and office suite software, printer, fax, telephone, calculator, Internet.

Thorough knowledge of NVRA procedures mandated by Federal and State laws.

Some knowledge of standard accounting/bookkeeping procedures.

Ability to establish and maintain effective working relationships with subordinates, other employees, County officials, news media, and public.

Ability to plan, assign, and supervise the work of office staff.

Ability to communicate effectively, orally, and in writing.

Ability to read maps as related to reprecincting/redistricting.

Ability to maintain a public image of professionalism in the operation and conduct of business.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; considerable experience as a General Registrar Assistant, or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Shall be appointed by the Registrar for a term set by the Electoral Board that coincides with, or is shorter than, the term of the Registrar.

Shall be subject to reappointment.

Shall be qualified voter of the Commonwealth, but is not required to be qualified voter of the County.

Shall not be the spouse of an Electoral Board member or the Registrar.

Shall not be any person or the spouse of any person who is the parent, grandparent, sibling, child, or grandchild of an Electoral Board member or of the Registrar.

Shall not hold any other elected or appointed office.

May be an officer of the election.

Must be able to work some night and weekend hours.

Must be a Notary Public.

Must travel and attend overnight State Board of Election and Voter Registrar Association training meetings.

Revised: October 2006
GenRegAsstII_VR_634_131_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: General Registrar Assistant II Position Number: 634
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 reason and make judgments.
- 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 others _____
- _____
- 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 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 type="checkbox"/> Other: _____ |
| <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: _____

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

Stairways

Steps

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> 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 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Revised: October 2006
 GenRegAsstII_VR_634_131_01