

## POSITION AVAILABLE: AMELIA COUNTY GENERAL REGISTRAR/DIRECTOR OF ELECTIONS

The Electoral Board of Amelia County is seeking applicants for the position of General Registrar/Director of Elections for an unexpired term, ending June 30, 2019, eligible for 4-Year reappointments. The General Registrar must be a qualified voter of Amelia County, or the successful applicant must be a qualified Amelia voter prior to being appointed for position.

The General Registrar must perform the duties outlined in Virginia Code Section 24.2-114, as well as those determined by the local electoral board. These include, but are not limited to, the following: (1) timely process registration applications and maintain accurate and current registration records; (2) assure compliance with all laws and regulations regarding voter registration and elections; (3) assist the electoral board to assure uniformity, legality and purity of elections; (4) provide excellent customer service to all voters and potential voters; (5) manage all personnel, fiscal and physical resources as needed to provide all required and desired services of the office; (6) develop and administer a public information program to encourage registration and voting; (7) respond to inquiries and complaints from the general public.

Candidates must possess knowledge of and ability to easily deal with cutting-edge technology, including both standard and proprietary computer software programs. Candidate must also be able to deal with the public in a polite, courteous, pleasant and professional manner both in person and by telephone. Helpful knowledge or skills include (1) familiarity with the local government, community and political structure; (2) accounting; (3) standard office procedures; (4) federal and state election laws; (5) management skills, including prior supervision of personnel; (6) ability to recruit volunteers; (7) public relations; (8) good oral and written communications skills.

Must be able, when necessary to work nights and weekends. Beginning Salary \$46k. All interested candidates should send a cover letter, resume, and a completed Amelia County Employment application available at website [www.ameliacova.com](http://www.ameliacova.com) along with salary history to: [govote007@tds.net](mailto:govote007@tds.net). Applications will be accepted until January 30, 2018. For further information, call 804-561-3460.

Amelia County, Virginia is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, sex or national origin, or on the basis of handicapped status in admission, access to, treatment or employment in its program and activities.