



Amelia County Electoral Board
9127 Washington Street, Suite 102
P.O. Box 481, Amelia, VA 23002
Phone: (804) 561-3460 Fax: (804)-561-3490
voter.registrar@ameliacova.com



DEPUTY REGISTRAR

Description

The Amelia County Department of Elections is hiring a permanent, part-time Deputy Registrar. The primary duty of the Deputy Registrar is to assist the General Registrar/Director of Elections in completing all duties related to the provision of local, state, and federal elections. Elections are designated as *CRITICAL INFRASTRUCTURE* by the Department of Homeland Security. The position provides professional, administrative, and technical assistance to the Director of Elections to manage voter registration and all activities related to the conduct of an election.

The successful candidate will be appointed by and serve at the pleasure of the Director of Elections. This is a part-time permanent position of 2-3 days per week with the possibility of becoming a permanent full-time position.

Qualifications

- Holds a bachelor's degree in business or public administration, public relations, or closely related field with 3-5 years of experience preferred
- Requires proficiency using Microsoft Office Suite.
- Qualified voter in the Commonwealth of Virginia
- Must have a valid Virginia operator's license
- Must be able to read, comprehend, and communicate clearly both orally and in writing
- Must have ability to read, comprehend, and apply statutes, regulations and policies of the Virginia Department of Elections, the Code of Virginia, the United States Code, the Freedom of Information Act, and pertinent manuals/training materials
- Must be able to maintain confidentiality and discretion
- Must be able to establish and maintain effective working relationships with public and regulatory bodies.

- Must have good customer service skills including the ability to deescalate controversial situations while maintaining political neutrality
- Must be able to coordinate office work and provide information regarding services to candidates, elected officials, and staff members.
- Must be able to lift and carry a minimum of 40 pounds
- Must be able to work extended hours as necessary, both during the week and on weekends
- Assists the Director of Elections with all administrative duties of the Director as needed
- Must have demonstrated history of job dependability
- Must complete all required trainings within specified time periods

The successful candidate will be involved in the day-to-day operations of the Voter Registration office as well as processing and certifying candidate forms, petitions and campaign finance reports; assisting with in-person absentee voters; preparing absentee ballots for mail; training of officers of election, preparing all materials required for Election Day activity (including revising forms and reports; preparing handouts; packing precinct election supplies and boxes; and assisting with programming and testing of voting equipment and electronic poll books used both in absentee voting and in precincts on Election Day).

To apply, send a completed Amelia County Employment Application, resume, and cover letter to the address listed below. Letters of reference to be provided upon request. Applications may be picked up at the address below or downloaded from www.ameliacova.com. Applications will be accepted until position filled. Position start date: TBD Starting Salary: \$15.00 per hour

Amelia County Voter Registration Office
Attn: Deborah Hathorn
9127 Washington St, Suite 102
PO Box 481
Amelia Court House, VA 23002
Electronic submissions: voter.registrar@ameliacova.com

Amelia County is an Equal Opportunity Employer.
Drug testing and background check required prior to employment.