ASSISTANT REGISTRAR OF VOTERS

DEFINITION

Under general direction of the Registrar of Voters, responsible for the daily administrative and technical operations of the department; acts as the Registrar of Voters in the department head’s absence; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university in public administration, business administration or a closely related field AND two years of full-time elections experience at an administrative level, including one year of lead or supervisory experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Direct the day-to-day operations of the department; monitor all administrative functions to ensure policies and procedures are being adhered to, and that accurate records and files are maintained.

Contribute to the overall quality of the department’s service provision through coordination and organization of services and activities by reviewing, recommending and implementing enhanced policies and procedures to ensure work methods, techniques, systems and equipment are continually being improved.

Supervise both permanent and temporary staff which includes participating in staff selection, providing training in proper work methods and techniques, assigning and reviewing work, coaching and development, conducting performance evaluations, implementing discipline and conflict resolution procedures when necessary.

Supervise and manage the County-wide redistricting process, which includes working closely with Technology Services to change precinct boundary lines due to annexations, voter count or district changes to ensure all voters are registered in the proper precinct; review the preparation of and maintenance of maps showing voting precincts and political subdivisions.

Responsible for election and ballot set up in the department’s Data Information Management Systems, including ordering, testing and quality control to ensure all absentee ballot counters are functioning properly and an accurate number of paper ballots per precinct are ordered.
Supervise all areas of absentee ballot processing, and election night tabulation of results to ensure the federal Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) regulations are met, and that all statistical reporting is provided to the Nevada Secretary of State's Office timely and accurately.

Act on behalf of the Registrar of Voters in his/her absence in all matters, including the authority to make decisions and choices regarding department operations and standard election procedures; speak with the media when necessary.

Develop recommendations by researching current practice and other criteria to formulate and create new systems, or revise established systems and procedures.

Oversee special projects related to voter registration activity by collecting and analyzing information to write reports that present and interpret data, identify alternatives and provide recommendations for change.

Accurately interpret state laws and regulations, and County policies and procedures for political parties, elected officials and candidates to ensure accurate information is being provided.

Monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s), reconciliation of funds and audits of fiscal records to ensure financial integrity.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Department policies and procedures.

Countywide personnel policies and procedures.

Principles of general management, training and supervision.

Computer software and hardware specific to the department.

Washoe County budget processes and pertinent policies and procedures of other County areas such as Budget, Purchasing and Risk Management.

**Ability to:**
Think creatively; be a problem solver and innovator.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop, recommend and implement operational alternatives.

Effectively represent the department in various forums such as meetings and conferences.

Analyze federal, state and local laws and regulations and develop logical recommendations.

Evaluate the administrative operations of the department for regulatory compliance and efficient operation.

Assist with development and monitoring of the department’s budget.

**Entry Level** *(Applicants will be screened for possession of these through, written, oral, performance, or other evaluation methods.)*
Knowledge of:
Laws, rules, regulations and procedures governing voter registration and election operations.

Automated voting methods, computerized registration systems and computerization of election returns.

Program planning and development methods and techniques.

Records management principles and practices.

Principles of planning and budget preparation.

Ability to:
Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Evaluate work priorities, procedures and processes for effectiveness and efficiency.

Interpret, understand and apply technical information such as reports, statutes, rules and regulations.

Recognize politically sensitive situations and handle them with tact, objectivity and fairness.

Plan and organize work to meet schedules and timelines.

Maintain confidential information in accordance with legal standards and/or County regulations.

Establish, maintain and foster effective working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS (Essential duties require the following physical skills and work environment.)

Ability to work in both a standard office and warehouse environment. Must be willing and able to work long hours, night and weekends in preparation for and during primary, general and special election cycles. Vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Ability to use office equipment including computers, copiers, telephones and FAX machine. Ability to lift and move objects weighing up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.