



National Association of Election & Voter Registration Officials
12543 Westella, Suite 100 Houston, TX 77077 281-293-0101 www.electioncenter.org

Job Announcement: Fairfax County, Virginia

**ASSISTANT REGISTRAR
(Administrative Assistant V)**

Office of Elections

Job # 11-2727

\$41,146 to \$54,862 (Grade S19)

Description: Duties include, but are not limited to, supervision of all aspects of the absentee voting process. Processes absentee ballot applications. Trains absentee voting staff. Manages the Central Absentee Precinct (CAP) ballot counting. Provides information to the public in person, by telephone, and/or by email. Processes voter registration applications. Position is in the Exempt service with full benefits and appointed by the General Registrar.

Minimum Qualifications: Any combination of education, experience and training equivalent to graduation from high school; plus four years of experience providing administrative support including one year of supervisory experience or successful completion of Fairfax County supervisory development training and completion of a Fairfax County's Supervisory Competency Certificate within one year of selection.

Special Requirements: The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer. Must be able to work long hours at appropriate points in the election cycle. The appointee must be a registered voter in the Commonwealth of Virginia at time of appointment.

Preferred Qualifications: Significant experience in the voter registration/absentee voting/elections community. Strong customer service skills and supervisory experience. Experience with Virginia Election and Registration Information System (VERIS). Excellent writing skills and judgment. Ability to multi-task, conduct business professionally, and work independently as part of a team. Must be detail-oriented and have good communication skills. Competent in using Microsoft Office Suite computer software.

To Apply: Submit your resume on-line through the [AIMS system](#).

If this is the first time you have used AIMS, you will need to [create an account](#).

Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. Minorities and people with disabilities are encouraged to apply. EEO/AA/TTY.

Closing Date: 1/6/2012

Date Posted: 12/24/2011

Benefits: Most positions advertised here are merit system positions funded for full benefits such as health insurance, retirement, life insurance and paid leave. Follow the link for details on Fairfax County's comprehensive [benefits program](#) for merit system employees. If a position is not funded for benefits that information will generally be included in the job announcement.