



CITY OF RICHMOND

Department of Human Resources
900 East Broad Street, Suite 902
Richmond, VA 23219
804-646-5660

<https://www.richmondgov.com>

**INVITES APPLICATIONS FOR THE POSITION OF:
Assistant Registrar**

An Equal Opportunity Employer

SALARY

\$14.57 - \$21.88 Hourly \$1,165.38 - \$1,750.00 Biweekly \$30,300.00 - \$45,500.00
Annually

ISSUE DATE: 11/03/19

FINAL FILING DATE: 12/08/19

THE POSITION

Description

This class assists citizens register to vote and assists in the election process by providing clerical assistance and customer service. Incumbents are responsible for maintaining accurate voter registration records and for providing election information and services to candidates and the general public. Incumbents may also train Elections officials on voting practices/eligibility.

Incumbents may serve as lead workers, assigning work and monitoring work completion, especially to temporary or contract workers.

This classification may work extended hours during elections.

Supervision Exercised/Received:

- **Exercised:** This classification typically does not supervise, but may serve as lead worker.
- **Received:** This classification typically reports to a manager or supervisor.
- **Note:** Other reporting relationships may apply.

EXAMPLE OF DUTIES

The City of Richmond Registrar's Office is seeking qualified, dynamic, hardworking, and

enthusiastic candidates to fill the position of Assistant Registrar I.

This is an unclassified position and serves at the will of the appointing authority.

Duties include, but are not limited:

- Entering data into CICS and the Virginia Election and Registration Information System (VERIS); establishes and updates files; retrieves information; prepares documents using Microsoft Windows programs;
- Processing routine documents, address change notifications, voter registration applications, and voting records; verifies information entered into VERIS.
- Receiving candidate's filing papers; receives and verifies candidates' petitions, receives candidate expense reports; assist general public with absentee voting; responsible for election officer training to include preparation of packets, setup and testing of equipment in training;
- Providing specialized voter and election information regarding services and operations of the General Registrar's Office to other staff members, elected officials, candidates and to the general public; serves as department receptionist; receives and screens calls and visitors, directing them to appropriate offices; processes inquiries regarding general and public voter registration and election documents; assists the Registrar in processing detail inquiries regarding candidate information and filings;
- Maintaining department filing system, including determining where data is to be filed, filing, and retrieving office documentation;
- Preparing, sorts, prioritizes, and distributes incoming and outgoing mail. Handles return mail and researches voter applications;
- Performing routine office functions, including preparation of documents, filing, sorting, copying, and faxing;
- Requiring handling or using machines, tools, or equipment with brief instruction or experience, such as computers for data entry, fax, complex copiers, phone, or other similar equipment; services office machines, including such actions as adding paper and changing toner; and
- Requiring reading technical instructions, procedures manuals, and charts to solve practical problems such as assembly instruction for tools, routine office equipment operating instructions; and federal, state and local laws and policies.

The successful candidate must be able to work weekends and overtime six (6) weeks prior to election day and two (2) weeks following election day.

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES

MINIMUM TRAINING AND EXPERIENCE:

- High School Diploma or G.E.D.
- Three years of clerical/administrative experience

- Two years of data entry experience.
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification

Preferred Qualifications:

- Voter registration and election office experience; and
- 10-key data entry experience with excellent accuracy

LICENSING, CERTIFICATIONS, and/or OTHER SPECIAL REQUIREMENTS:

- None required

KNOWLEDGE, SKILLS, AND ABILITIES:

TYPICAL KNOWLEDGE, SKILLS, AND ABILITIES: These are a representative sample; position assignments may vary.

Knowledge (some combination of the following):

- Microsoft Office Suite (Word, Excel, etc.)
- CICS
- VERIS voter registration system
- Voter registration applications/forms
- Virginia and City of Richmond election laws, policies, and procedures
- Virginia voter eligibility requirements

Skills (some combination of the following):

- Data entry
- Interpersonal skills
- Sorting and handling large amounts of mail and forms
- Excellent customer service (both in person and over the phone)
- Clerical skills
- Corresponding with internal and external departments
- Training others
- Using standard office equipment such as fax machines, copiers, printers, phones, etc.

Abilities (some combination of the following):

- Analytical
- Organization
- Prioritization
- Decision making
- Multi-tasking

AMERICANS WITH DISABILITIES ACT REQUIREMENTS PHYSICAL AND DEXTERITY REQUIREMENTS:

- Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.
- Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

ENVIRONMENTAL HAZARDS:

- Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.
- The job risks no exposure to any environmental hazards.

SENSORY REQUIREMENTS:

- Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.
- The job requires normal visual acuity, and field of vision, hearing and speaking.

ADA COMPLIANCE:

- The City of Richmond, Virginia is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities.
- Prospective and current employees are invited to discuss accommodations.

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
<https://www.richmondgov.com>

EXAM #17M0000002
ASSISTANT REGISTRAR
SR

Assistant Registrar Supplemental Questionnaire

- * 1. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?
 - Yes
 - No

- * 2. 5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?
 - Yes
 - No

- * 3. Which best describes your level of education?
 - Some high school education
 - High school diploma
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Master's degree

- * 4. How many years of experience do you have working in a customer service focused environment?
 - Less than one year
 - 1-3 years of experience
 - 3-6 years of experience
 - 6-9 years of experience
 - 9 or more years of experience

- * 5. Which best describe the number of years of experience you have maintaining a filing system?

- 0 to 1 years of experience
 - 1 to 3 years of experience
 - 3 to 5 years of experience
 - 5 or more years of experience
- * 6. Which best describes your data entry work experience?
- Minimal - small volume, infrequent
 - Limited - occasional, periodic task
 - Frequent - routine, recurrent task
 - Constant - daily, high volume
- * 7. Do you have experience with 10 key data entry experience?
- Yes
 - No
- * 8. Are you currently a registered voter or eligible to vote?
- Yes
 - No
- * 9. Are you available to work weekend and frequent overtime during the election peak season?
- Yes
 - No
- * 10. What is your level of proficiency using Microsoft Office applications?
- None
 - Limited
 - Proficient
 - Advance
- * 11. Select the operating software that you have at least one (1) year experience operating.
(Select all that apply)
- Microsoft Word
 - Microsoft Excel
 - Microsoft Access
 - Microsoft PowerPoint
 - Microsoft Publisher
 - Microsoft Outlook
 - Oracle
 - None of the above
- * 12. Which best describe your experience working with Voter Registration or Elections Administration?

- None, never worked in a voter registration or elections administration office
- Limited, temporary on Election Day
- Basic, have worked 1 to 3 years in a voter registration or elections administration office
- Skilled, have worked at least 3 years in a voter registration or elections administration office

* 13. Please select the professional certification(s) from a recognized voter registration or elections administration organization that you currently have: (Select all that apply)

- CERA
- VREO
- Other
- None

* 14. If "OTHER" was selected for the previous question, please list your current certification. Otherwise, type N/A in the space provided.

* 15. Please explain in 200 words or less, why you are the best-qualified candidate for this position.

* Required Question