



PINAL COUNTY
WIDE OPPORTUNITY

Deputy Registrar

Class
Code:
A2025

Bargaining Unit: Not
Available

PINAL COUNTY
Revision Date: Jul 1, 2018

SALARY RANGE

\$15.95 - \$23.92 Hourly
\$1,275.85 - \$1,913.77 Biweekly
\$2,764.33 - \$4,146.50 Monthly
\$33,172.00 - \$49,758.00 Annually

DESCRIPTION:

JOB SUMMARY

Under basic supervision, maintains the County Voter Registration of active and inactive voter listings and distributes, accepts and processes voter registration forms and Early Ballots.

EXAMPLE OF DUTIES:

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Accepts and distributes various forms related to Elections including Voter Registration Form.
- Processes registration forms and issues Voter Identification Cards to registered voters in Pinal County.

- Receives early ballot information from active voters and runs provisional ballot reports.
- Verifies signatures and addresses for petitions received from the Arizona Secretary of State's Office.
- Verifies signatures on early ballot affidavits, candidate petitions and provisional/conditional ballots within specified timeframes as required by Arizona Revised Statutes.
- Performs standard data entry, receives incoming mail, and scans documents.
- Reviews all registration forms for completion and notifies voters of incomplete or damaged forms.
- Generates identifications cards on a weekly basis, verified cards for accuracy and prepared cards for delivery by mail.
- Provide customer service to the public by answering general question on the phone or in person; respond to correspondence, instruct voters in which forms to complete and assist with the early voting process.
- Receives non-deliverable voter identification cards and verifies correct address if applicable, generates confirmation letters for distribution and maintains voter registration log.
- Prepares early ballot distribution for all Elections.
- Updates and maintains voter history.
- Process and distribute precinct / poll signature rosters.
- Prepares quarterly reports detailing voter registration and ballot statistics.
- To promote and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintains absolute confidentiality of work-related issues, customer records and restricted County information
- Performs related duties as required or assigned.

MINIMUM REQUIREMENTS:

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High School Diploma or GED equivalent.
- Three (3) years general office experience
- Valid Driver's License with Arizona Driver's License within 30 days of hire.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Special Requirements:

- Arizona Secretary of State Election Certification and re-certification every two (2) years;
 - Employees who do not hold this certification must attend the AZ Secretary of State Election Certification training and pass the certification examination at the first scheduled training session available.
- Signature verification training;

- Employees must attend one signature verification class along with refresh classes as necessary.

SUPPLEMENTAL INFORMATION:

Knowledge, Skills and Abilities:

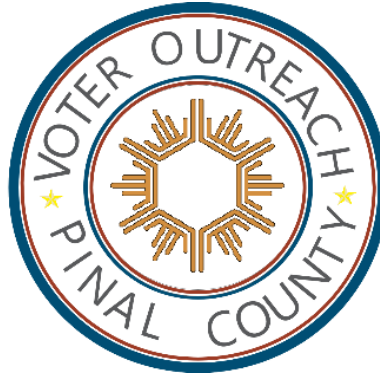
- Knowledge of applicable Federal regulations, Arizona Revised Statutes, and Election Laws, including ARS Title 16, and the National Voter Registration Act of 1993.
- Knowledge of recorder's office policies, procedures and regulations, and the Arizona Secretary of State Elections Procedures Manual.
- Skill in imaging production equipment, techniques and quality standards.
- Skill in official record keeping practices, and customer service standards and protocols
- Skill in properly processing a variety of official documents.
- Ability to understand and apply relevant Federal and State laws, rules, regulations, and County policies.
- Ability to operate computer systems and basic software applications.
- Ability to provide effective customer service, and dealing tactfully and courteously with the public.
- Ability to promote and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.

PHYSICAL DEMANDS:

The work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the ability to crouch, finger, grasp, handle, reach, perform repetitive motion, kneel, lift, pull, push, hear, speak, walk, operate motor vehicles, and demonstrate mental and visual acuity

WORK ENVIRONMENT:

Ability and willingness to work independently in and out of the office while organizing and utilizing time effectively.



**THE PINAL COUNTY RECORDER'S OFFICE
IS HIRING FOR THE POSITION OF**

**DEPUTY REGISTRAR
IN THE VOTER REGISTRATION DEPT**

APPLICATION LINK: www.pinaljobs.com

**JOB POSTING CLOSES ON
NOVEMBER 14, 2019**



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WIDE OPEN OPPORTUNITY