

## Job Description

<b>Job Title</b>	Assistant Registrar of Voters		
<b>Job ID</b>	15535		
<b>Date Opened</b>	01/05/2022		
<b>Date Closed</b>	01/14/2022		
<b>Location</b>	1015 Half Street SE		
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b>	Career Service - Reg Appt
<b>Regular/Temporary</b>	Regular		
<b>Agency</b>	DL	D.C Board of Elections	
<b>Area of Consideration</b>	Open to Public		
<b>Grade</b>	13		
<b>Bargaining Unit</b>	CH11	Non Union - Chapter 11	
<b>Minimum Range</b>	\$89,457.000000	<b>Maximum Range</b>	\$115,262.000000
<b>Target Openings</b>	1	<b>Available Openings</b>	1

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### General Job Information

#### **JOB SUMMARY**

This position is located in the D.C. Board of Elections (DCBOE), Office of the Executive Director, Registration and Voter Services Division whose mission to provide the citizens of the District of Columbia with vital information and data for the purpose of enhancing the voter experience.

Incumbent will assist in managing all election processing for the District ensuring the accuracy of the voters' registry list and the preparedness of the election officials. The purpose of the work is to provide election services to the public, candidates for public office, and proponents of ballot measures to best meet the needs of the District's diverse electorate.

#### **DUTIES AND RESPONSIBILITIES**

Works with the Registrar of Voters in managing all election processes for the District of Columbia ensuring the accuracy of the voter's registry list and the preparedness of the election officials. Serves as deputy in the Registrar's absence to oversee all work assignments. Participates with the management and maintenance of the District's voter registry, including all aspects of voter qualification and document management. Oversees a variety of voter education and outreach programs designed to increase residents' awareness of, and participation in the electoral process. Extracts, analyzes, and presents or reports voter registration data in various formats for multiple stakeholders, including election officials and the public.

Prepares and maintains all of the legally mandated NVRA statistical reports; compiles and verifies specific statistical data from the NVRA agencies including the DMV, Office of Aging, Office of Human Services and other designated agencies. Manages the voter registry maintenance programs through periodic voter mailings, direct mail service for registration application requests, notification to voters of deficiencies in requests, issuance of voter registration cards and data sharing with outside agencies. Confers with the Registrar of Voters in activities to determine voter registration status for processing ballot measure petitions, special/challenged ballots and candidate challenges.

#### **QUALIFICATIONS AND EDUCATION**

Applicant must possess at least one (1) year of specialized experience equivalent to at least the CS-12 grade in the District of Columbia government service or its non-District equivalent which demonstrates the ability to perform the duties of the position. Specialized experience is work that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position such as; managing

processes, preparing statistical data reports, conducting mass mailings, conducting researches and audits, and maintaining a registrant database.

Previous Election experience preferred.

### **LICENSE AND CERTIFICATION**

NONE

### **WORKING CONDITIONS/ENVIRONMENT**

The work is typically performed in an office setting. Incumbent will be required to perform some outdoors in the community, at the agency's warehouse, at polling places and other offices as required within the District of Columbia. Sometimes this position will require long periods of sitting and standing, walking, bending, lifting, and carrying items up to 50 pounds. Promotion Potential – None.

### **OTHER SIGNIFICANT FACTS**

**Collective Bargaining:** This position is NOT under a collective bargaining agreement.

**Duration of Appointment:** Career Service Regular Appointment

**Tour of Duty:** Monday- Friday 8:15 am – 4:45 pm

**Weekend Work:** This position requires working irregular hours, weekends, holidays and evenings during election cycles.

**Vaccination Requirement:** The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs.

If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.