

Job Description

Job Title Assistant Registrar of Voters

Job ID 20799

Date Opened 02/08/2023

Date Closed 02/11/2023

Location 1015 Half Street SE

Full/Part Time Full-Time

Type of Appointment Career Service - Reg Appt

Regular/Temporary Regular

Agency DL

D.C Board of Elections

Area of Consideration Open to Public

Grade 13

Bargaining Unit CH11

Non Union - Chapter 11

Minimum Range \$93,069.000000

Maximum Range \$119,916.000000

Target Openings 1

Available Openings 1

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General Job Information

APPLICANTS THAT PREVIOUSLY APPLIED PLEASE RE-APPLY!

JOB SUMMARY

This position is located in the D.C. Board of Elections (DCBOE), Office of the Executive Director, 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 the Registrar of Voters in managing all election processing for the District ensuring the accuracy of the voters' registry list and the preparedness of the election officials. Takes lead in the absence of the Registrar, overseeing all related work and staff as required. 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

Oversees, reviews, and issues nomination documents for candidates seeking ballot access; monitors the verification process of signatures of initiative, referendum and recall petitions. Prepares and maintains all of the legally mandated National Voter Registration ACT (NVRA) agencies and from groups and individuals engaged in voter registration drives. 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.

Extracts, analyzes, and presents or reports voter registration data in various formats for multiple stakeholders, including election officials and the public. Makes voter history available by electronically updating voter files with information as to who voted after every election. Assists in the administration of ballot access procedures for qualification of candidates and ballot measures by petition, and provides related services.

QUALIFICATIONS AND EDUCATION

Election experience and bilingualism preferred.

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; analyzing data, compiling and producing statistical reports, conducting special post-election activities including recounts, audits and write-in votes, participating in voter education and outreach events and project management experience.

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. This position requires working irregular hours, weekends, holidays and evenings during election cycles. Promotion Potential – None.

OTHER SIGNIFICANT FACTS

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

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

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.