WASHOE COUNTY
invites applications for the position of:

ASSISTANT REGISTRAR OF VOTERS

SALARY: $80,870.40 - $105,081.60 Annually
DEPARTMENT: Registrar of Voters
OPENING DATE: 02/23/23
CLOSING DATE: 03/10/23 11:59 PM

POSITION INFORMATION:

Under general direction of the Registrar of Voters, is responsible for the technical operations of the department; acts as the Registrar of Voters in the department head’s absence; and performs related work as required.

This is an Open Competitive/Countywide Promotional recruitment being conducted to fill a current full-time vacancy in the Registrar of Voters. The list established from this recruitment may be used to fill future vacancies as they occur.

For more information on this position, please see the Job Specification at https://www.washoeccounty.gov/humanresources/Careers/jobspecs.php

MINIMUM QUALIFICATIONS:

A bachelor’s degree from an accredited college or university in public administration, business administration or a closely related field AND two years of full-time administrative level experience as a City or County Clerk, or in an elections, government relations, legislative or public sector field to include experience with policy development and interpreting local, state, and federal election law and one year of lead or supervisory experience.

License Or Certificate

- A valid driver’s license is required at the time of appointment.
- Must be a registered voter in the State of Nevada or become a registered voter at the time of appointment.
- Must be a United States citizen at the time of application.

The Ideal Candidate Will

- Have a strong desire to serve the Washoe County community
- Have strong interpersonal skills, including the ability to tactfully and effectively navigate complex and difficult scenarios
- Have strong administrative and organizational skills
- Proven experience assessing and improving processes, including finding creative solutions to problems
- Have the ability to effectively communicate both verbally and in writing during challenging situations

• Have the ability to effectively manage, assess and train employees
• Have excellent listening and mediation skills
• Have strong desire to help and develop staff and processes

CONDITIONS OF EMPLOYMENT:

The Washoe County Employees Association (WCEA) Supervisory covers the Assistant Registrar of Voters position.

Background checks will be conducted on selected applicants through the State of Nevada and the Federal Bureau of Investigation (FBI). Per the Washoe County Background and Reference Checks Policy, new and rehired employees are required to submit to a fingerprint based background investigation. Effective July 1, 2019, the $40.25 fee associated with this background investigation will be paid by the employee (if applicable) and deducted automatically from the first paycheck. Employment is contingent upon the results of the background check, although a record of conviction will not necessarily bar an applicant from employment.

Washoe County requires its employees to reside in the state of Nevada or neighboring California communities such as Truckee, South Lake Tahoe or Susanville as of their first day of work.

WHAT HAPPENS NEXT:

1. After your application is screened, you will be notified via the email you provided whether you have met the minimum requirements for the position. Those applicants who do not meet the qualifications have one (1) business day to file an appeal and request a review of their qualifications.

2. If you have met the minimum requirements, you will receive an additional email inviting you to schedule your Management Level exam. **You will be notified if you are eligible to transfer an exam score prior to the exam date.** This exam will be administered and proctored in Reno, NV on the above scheduled date and you must be present to test. The exam will be 100% written multiple choice and will evaluate your expertise, knowledge, skills and abilities in the following areas:

• Interpersonal Effectiveness (Communication, Customer Service, Personal Relationships, Teamwork)
• Organizational Systems Awareness (Action and Results, Ethics and Integrity, Quality Improvement)
• Personal Development (Accountability, Adaptability, Continuous Learning)
• Managing Others (Decision Making, Developing Organizational Talent, Financial and Resource Management, Leading and Inspiring Others, Planning and Organizing, Values and Leverages Diversity)
• Manager Functions and Responsibilities
• Reading Comprehension

Pursuant to the Washoe County Personnel Handbook, the Department of Human Resources does not administer an exam when there are less than 20 qualified candidates. Once the recruitment has closed, if there are less than 20 qualified candidates, the exam will be waived and all qualifying candidates will be placed on an unranked eligible list which will be referred to the hiring department. If the exam is scheduled to move forward and less than 20 candidates
attend the scheduled exam, the exam will be waived. Only those candidates in attendance will be placed on an unranked eligible list which will be referred to the hiring department.

3. After the exam is completed, you will receive an additional email notifying you of the results. If you pass the examination, you will receive your score and rank. This rank will be used to determine which candidates will be interviewed by departments trying to fill a vacancy.

4. Hiring departments schedule interviews from a list of top scoring candidates. If your name is not sent to the hiring department, it will remain on the list for future opportunities as they become available.

5. Please be advised you can log in to your NeoGov account and click on “Applications” to view a list of the recruitments which you have applied for, your submitted application for each recruitment, a copy of the job listing, and your applicant history for each recruitment. In addition, you can also click on “Inbox” to view the notices which have been sent to you for each recruitment.

If you have any questions regarding the Online Application Process you can find additional information at the following link:
https://www.washoe county.gov/humanresources/fag/online/appprocess.php

Questions: Alma Parel
aparel@washoe county.gov
775-328-6383

Veteran Point
Eligible veterans who were honorably discharged from the U.S. Armed Forces shall receive one (1) bonus point upon passing Open Competitive examinations only. In order to be given a bonus point, applicants must attach proof of Honorable Discharge (DD-214 with Classification of Discharge) to the Online Application at time of submission.

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment.

Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.washoe county.gov/

1001 E. Ninth St., Bldg. A Rm. 220
Reno, NV 89512
775-328-2081
careers@washoe county.gov

Position #60017927 (02/2023)
ASSISTANT REGISTRAR OF VOTERS
AP

ASSISTANT REGISTRAR OF VOTERS Supplemental Questionnaire

https://agency.governmentjobs.com/washoe county/job_bulletin.cfm?jobID=3931657&sharedWindow=0

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* 1. Are you a United States citizen?
   - Yes  - No

* Required Question