

County of Riverside, California
Riverside, CA

CPS HR  CONSULTING

Chief Deputy Registrar of Voters

Annual salary range: \$90,069.62 to \$134,064.94

The County offers an outstanding benefits package.

Application deadline: Friday, July 23, 2021.



The County of Riverside Registrar of Voters' office offers an exciting, fast-paced environment that provides county residents the opportunity to exercise their right to vote. Under direction of the Assistant Registrar of Voters, the Chief Deputy assists with planning, organizing, and directing the conduct of all Primary, General and Special elections. The Chief Deputy Registrar of Voters provides administrative guidance, daily direction to division activities, and administering departmental policies and procedures.

The ideal candidate will possess strong oral and written communication skills as the Chief Deputy Registrar of Voters will interact with staff and voters on a regular basis. Experience with medium to large size county elections for 3 to 5 years will provide the County Registrar's Office with an individual who can direct and manage staff in preparation for elections. With an opportunity to telework during non-election times, the candidate is expected to be onsite during the busy and exciting election season which may require schedule fluctuations. Other important attributes include strong time management skills, managerial/supervisory experience, Certified Elections Registration Administrator certification and/or a member of the California Association of Clerks and Election Officials. A bilingual candidate (Spanish/English) would be a bonus.

To be considered, please submit a cover letter, list of six work-related references, and resume to: <https://www.cpsr.us/recruitment/1793>

For more information about this recruitment, please contact:

Maricarmen Peoples

CPS HR Consulting

916.263.1401



To view an online brochure for this position visit: <https://www.cpsr.us/recruitment-solutions/executive-search>

County of Riverside, California website: <https://www.countyofriverside.us>

The County of Riverside, California is an equal opportunity employer.