Job Description

**GENERAL JOB INFORMATION**

**JOB SUMMARY**

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

The efforts of the Registrar of Voters are to manage an extensive agency-based voter registration program under the provisions of the National Voter Registration Act and act as the agency liaison with all associated governmental agencies. 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**

Manages the maintenance of the District’s voter registry, including supervision of registrant qualification and development of plans and designs required to meet registration activity levels. Develops monthly voter registration statistical reports and analyzes data relevant to the electorate of the District of Columbia. Provides support in the conduct of the voter residency canvass as an ongoing part of the process of maintaining the accuracy and integrity of the voter roll.

Develops policies and procedures to augment voter list maintenance procedures such as U.S. Postal Services’ National Change of Address Program, the Social Security Administration’s Death Master File, and Electronic Registration Information Center (ERIC). Supervises and implements comprehensive ballot access processing procedures for both candidates, measures and makes preliminary determinations for candidate qualifications, voter eligibility and petition sufficiency. Conducts training workshops for candidates that utilize video tapes, and develops procedural guides, for candidates to facilitate the ballot access requirements.

Acts as agency liaison to political parties and campaign committees to provide impartial assistance in drafting party election plans which satisfy requirements for ballot access for the offices of President/Vice President and party delegates and alternates. Reviews statutes and regulations governing Board operations, recommends changes, as appropriate, for efficient administration of District elections. Participates in and prepares for hearings, with the Office of the General Counsel, on challenges to nominating and measure petitions.
QUALIFICATIONS AND EDUCATION

Applicant must possess election education and/or experience and at least one (1) year of specialized experience equivalent to at least the MS-13 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; participating in meetings with election officials to develop and identify best practices that enhance the complement of voter services in the District of Columbia, participating in and preparing for hearings, with the Office of General Counsel, on challenges to nominating and measure petitions, reviewing statues and regulations governing Board operations, developing policies, statistical reports, analyzing data relevant to the electorate of the District of Columbia and participating in recanvassing in the event of voting discrepancy.

Specialized skills MUST be reflected on the applicant's resume.

Applicant must possess at least three (3) years of management experience and election 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. Promotion Potential – None.

OTHER SIGNIFICANT FACTS

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

Duration of Appointment: Management Supervisory Service (At-Will) 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.