Chief Deputy Registrar

- **Type:** Full Time
- **Salary/Pay Rate:** Grade Q: $22.86--$24.09 per hour dependent on qualifications
- **Posted Date:** 01/18/2023 12:38 PM

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**Position Location:** City of Lexington City Hall, 300 East Washington Street, Lexington, VA 24450

**Position Description:**

The City of Lexington is accepting applications for the non-exempt full-time position of Chief Deputy Registrar. This is an appointed, at-will position that serves a term not to exceed the term of the current Registrar. (Code of Va. §24.2-112) The Chief Deputy Registrar “shall have the same limitations and qualifications and fulfill the same requirements as the General Registrar…” (Ibid.) The Chief Deputy Registrar must be able to assume the duties and responsibilities of the General Registrar in the Registrar’s absence. The position requires knowledge of, or the ability to quickly obtain, knowledge of: elections, election law, security practices, government, finance, training, and related technologies. The successful applicant will be required to undergo a criminal background check, DMV motor vehicle record check, and drug screening.

**Essential Functions/Typical Tasks:**

- Maintains electronic and physical records related to voter registration, voting, and list maintenance utilizing specialized systems. Follows all records retention requirements, in conjunction with the Clerk of the Circuit Court and the Library of Virginia;
- Communicates with voters, candidates for office, political party representatives, elected officials, media, the Virginia Department of Elections and the general public in-person, by phone, in writing, and through electronic communication methods;
- Assists in the establishment, process and oversight of all pre-election voting methods including early in-person voting and by mail voting, to include preparing precinct supplies, and maintaining inventories. Prepares and documents ballots.
- Manages scheduling of trainings, election preparation, including secure storage and safe transport of all equipment and materials to and from scheduled sites. Works with other City departments, including Public Works, City Clerk, Finance, Police, IT and HR.
- Assists in appointment, scheduling, training and payment of Officers of Election;
- Assists in the management and conduct of all Election Day activities, including providing guidance on matters of law with respect to the processing of voters;
- Supports Electoral Board activities including serving as Clerk to the Board;
- Maintains the voter registration street file in the Statewide Voter Registration System;
- Assists in post-election Risk-Limiting Audits;
• Assists in the selection, procurement and implementation of new voter registration, election management and voting equipment and programs;
• Assists in the testing of all equipment prior to every election;
• Tracks pending legislation, evaluates potential impact on practices, procedures and resources;
• Assists in the development of the Departmental budget, utilizing forecasting methods to project long-term capital needs as well as cyclical expansion and contraction of voter activity, adjusting for developing trends and other factors;
• Assists in community relations, including colleges and universities, long-term care facilities and other specialized housing environments;
• Provides voters with information on restoration of voting rights, protected voter status and other specialized programs;
• Appropriately represents the Department, the City and the Elections Community in all aspects of employment and is consistently aware of the need for delicacy, tact and diplomacy in conduct and communications;
• Understands, applies and follows all legal requirements of the office;
• Performs other duties, as assigned.

Knowledge, Skills, and Abilities:

• Requires strict adherence to confidentiality and other legal dictates
• Must have strong organizational skills
• Must be able to self-direct and seek advice, as needed
• Must operate in a non-partisan manner, which includes certain legal restrictions to outside activities
• Ability to communicate proficiently in English, orally and in writing
• Requires ability to accurately type data into an online system and compare online and printed data to other reports
• Requires the ability to read and interpret election law as well as comprehend policy and administrative documents and materials
• Requires the ability to understand accounting practices
• Requires writing and editing communications, training materials, policies, evaluations, minutes, reports and legal notices
• Requires the ability to read, review and interpret hand-written forms and legal statements

Education and Experience:

• Requires broad knowledge of office operations and business practices equivalent to a Bachelor’s degree or equivalent, however three or more years of relevant experience is equally acceptable.
• Knowledge of election law and practices is preferred.
• Knowledge of Virginia-specific voter registration software is preferred.
• Knowledge of website design and maintenance desirable.

Special Requirements:
Must possess a valid Virginia driver’s license.

**Conditions of Work:**

- Requires long-periods of sitting and standing, generally in an office setting. May require short periods in outdoor settings (transport and/or set-up of supplies and materials).
- Most transactions are routine and pleasant in nature, but periodically can be politically sensitive or, on rare occasions, confrontational.
- Work is exacting, with extensive legal directive, and is often highly time-sensitive.
- Requires movement of voting equipment and supplies in excess of 35 pounds. This is a daily activity throughout the election cycle.
- Requires ability to transport materials using a motor vehicle.
- Requires considerable overtime during election season which is approximately 55 days in length. This includes early mornings, evenings and weekends throughout the election cycle. Election Day routinely exceeds 17 hours. Election week routinely exceeds 65 hours. There are typically two election cycles each year (third Friday in June and first Tuesday following first Monday in November). There is generally no leave granted during these periods.

**Compensation:** Grade Q: $22.86--$24.09 per hour dependent on qualifications

**Job Status:** Full Time, Hourly

**Application Procedure:** Application forms are available at the City of Lexington, 300 E. Washington Street, Lexington, VA 24450, and online.

Applications, along with cover letter, resume, and references, must be returned to the City of Lexington, 300 E. Washington Street or via email at rbailey@lexingtonva.gov. Email submission of applications strongly preferred. Application review is ongoing and position is open until filled. You may also text with any questions to 540-968-0277.

**About the City:** The City of Lexington is an Equal Opportunity Employer that values diversity in its workforce.

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