

ASSISTANT REGISTRAR OF VOTERS

DEFINITION

Under direction, the Assistant Registrar of Voters is responsible for the administrative and technical operations of the Elections Department, including oversight and compliance with the Help America Vote Act of 2002 and the Voting Rights Act regarding language of minority groups, Spanish language election program and related outreach services, and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

Assistant Registrar of Voters is distinguished from the job class of Registrar of Voters, in that the latter is a department head position and is responsible for overall administration of the Elections Department. Assistant Registrar of Voters is distinguished from the next lower level class of Election Services Specialist, in that the latter performs highly responsible and difficult clerical work requiring authoritative interpretation of complex rules and regulations of the Elections Department involving registration of voters and election activities.

EXAMPLES OF DUTIES

1. Assists in the management of an Elections Department; assigns, coordinates and reviews the activities of staff involved in registering voters; conducts primary, general and special elections; establishes precinct boundaries; tabulates and certifies election results to the Secretary of State.
2. Plans, organizes, directs and manages the County's Spanish language election programs pursuant to the U.S. Department of Justice, Section 5 of the Voting Rights Act. This includes the recruitment, selection and assessment of employees with bilingual English/Spanish language proficiency in order for them to work effectively as poll officials and interpreters in identified bilingual precincts, procurement of election materials for Spanish speaking voters, and the development of effective bilingual outreach services.
3. Directs and implements provisions of the Voting Rights Act regarding language of minority groups codified as Part 55 of Title 28 of the Code of Federal Regulations and the requirements of the Help America Vote Act of 2002.
4. Establishes and maintains administrative monitoring and review practices, procedures and controls required to ensure an effective operation of the department's computer system; and assists in the implementation of a touch screen voting system.
5. Studies election and related codes and laws, interprets and applies them to election processes, and prepares procedural information for conducting elections; evaluates the progress and execution of elections; and makes recommendations to the Register of Voters concerning changes and improvements.
6. Assists in the preparation of the annual budget request; analyzes and projects department needs for temporary employees to meet peak demands during elections; develops long-range plans to meet departmental long-range fiscal requirements.
7. Interviews, selects, trains, directs and evaluates employee work performance.
8. Maintains election-related statistics and prepares reports; canvasses results of election and prepares statement of vote.

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9. In compliance with the requirements of the Voting Rights Act, supervises the maintenance and distribution of precinct records and maps; returns election supplies, sample and official ballots materials.
10. The position may act on behalf of the Registrar of Voters in the event of his/her absence.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough knowledge of:

1. State of California Elections Codes and election procedures
2. Provisions of the Voting Rights Act regarding language of minority groups codified as Part 55 of Title 28 of the Code of Federal Regulations; and the requirements of the Help America Vote Act of 2002
3. Technical, operational, and business flow of an elections department
4. Functions and services of the California Secretary of State – Election Division, including the services provided by the Multilingual Voter Services

Working knowledge of:

1. Principles and practices utilized in effective management and supervision, including but not limited to, training, performance evaluations, and disciplinary processes and procedures
2. Electronic data processing equipment and other technology used in voter registration and election activities such as the touch screen-voting systems
3. Local government budget processes and procedures in order to prepare an annual budget; develop long-range plans and fiscal requirements; and analyze and project temporary employee needs for peak workload periods

Skill and Ability to:

1. Read, interpret and apply legal codes and legislative proposals, policies, and regulations
2. Monitor administrative processes and review practices, procedures and controls, and implement effective changes as needed
3. Communicate effectively in writing, using proper grammar and syntax, in order to prepare a variety of reports, correspondence and memoranda
4. Communicate orally on a one-to-one basis and before groups in order to ensure a smooth and effective election process
5. Read, write and speak Spanish/English, is highly desirable, but not required
6. Plan, organize, direct, supervise, and manage subordinate and/or volunteer staff associated with election activities and complete work within legally mandated deadlines
7. Compile, organize, and interpret moderately complex data

8. Establish and maintain effective working relationships with those contacted through the course of work; provide excellent and courteous customer service

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Work long hours, nights and weekends in preparation for and during primary, general and special elections
2. Possess and maintain a valid California Class C driver's license

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

OPTION I

Experience

Four years of increasingly responsible administrative experience in an election department, of which two years must have been in a supervisory capacity over operational activities of a section or division of the department.

OPTION II

Education:

Completion of a four-year degree in Public Administration or a related discipline

AND

Experience:

Two years of direct supervisory experience responsible for the operational activities of a section or division of an elections department.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. See well enough to function in a typical office environment
2. Physical dexterity to function in a typical office environment
3. Ability to drive a personal vehicle to transport oneself during work hours
4. Ability to lift voting machine equipment and/or supplies weighing up to approximately 75 pounds

CLASS HISTORY

Class Code: 12C14
Established Date: January 1976
Revised Date: October 2005
Former Title: N/A

CLASS DATA

Job Group: 01
EEO Category: OA
Work Comp. Code: 8810
Bargaining/Employee Unit: Y
FLSA: E
MOCO OT: N

Prepared by: LJT 10/2005

Approved by:

/s/ Dianne Dinsmore, Senior Personnel Analyst
County Administrative Office

10/24/2005

Date