

CHIEF DEPUTY REGISTRAR OF VOTERS

DEFINITION

Under general direction, to assist with planning, organizing, directing, and coordinating the Registrar of Voters functions of Amador County; to provide daily supervision and training for assigned staff; to perform a variety of difficult, complex, and specialized assignments in the planning and conduct of local elections; to provide a variety of general assistance and answer questions regarding County Registrar's Office and elections procedures and processes; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification for the position which serves as management support for the Amador County Clerk/Recorder. The incumbent provides daily supervision for the Elections Department, as well as provides special administrative support for the County Registrar of Voters.

REPORTS TO

County Clerk/Recorder.

CLASSIFICATIONS DIRECTLY SUPERVISED

Elections Supervisor, Elections Technician, Elections Support Staff, Deputy Registrar of Voters, Administrative Technician

EXAMPLES OF DUTIES

- Assists with planning, organizing, directing, and coordinating the functions of the Elections Department
- Provides daily supervision and training for assigned staff
- Assists with the establishment and control of the Department budget
- Maintains current knowledge of codes and regulations affecting the functions of the Elections Department and the conduct of local elections
- Provides advice on code and law changes to other staff
- Plans, organizes, and supervises local elections in the County

ASSISTANT REGISTRAR OF VOTERS - 2

- Oversees and directs the maintenance of precinct records, maps, and other election information
- Establishes and directs candidate filing and reporting systems
- Insures preparation of proper reports for the Fair Political Practices Commission
- Prepares elections resolutions for the Board of Supervisors
- Arranges for polling places
- Recruits, selects, and trains precinct officials
- Canvasses precinct records to verify election results and prepare statements of votes

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- County policies, rules, and regulations.
- Policies, requirements, and functions of the County Registrar of Voters.
- Laws, rules, regulations, and legislation affecting the functions and procedures of the Elections Department
- Operations, rules, policies, and procedures of the Elections Department.
- Public and community relations.
- Proper procedures for acceptance and filing of candidate documents.
- Election and precincting procedures.
- Budget development and control.
- Financial and statistical recordkeeping.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to the Election Department.
- Principles of supervision, employee evaluation, and training.

Ability to:

- Assist with planning, organizing, coordinating, and directing the functions of Elections Department.
- Supervise, train, and evaluate assigned staff.
- Perform a wide variety of complex and specialized administrative and support work related to the operations and functions of the Elections Department.
- Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.
- Read and understand statutes and instructions related to the conduct of County elections.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.

ASSISTANT REGISTRAR OF VOTERS - 3

- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Effectively represent the Elections Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of microfilm and microfiche equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least three (3) years of responsible experience performing a variety of processing and support functions in connection with the planning and conduct of local elections.

Special Requirements: Must be a registered voter or eligible to register to vote in the State of California. Must also possess a current valid California Driver's License.