

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1252

TITLE: DEPUTY GENERAL REGISTRAR

GRADE: S-17

DEFINITION:

Under direction, to supervise a clerical staff in the registration of voters and the maintenance of registration and election records; and to do related work as required.

TYPICAL TASKS:

Supervises the work of a clerical staff engaged in the registration of voters and the maintenance of registration and election records;
Advises subordinates on registration problems at the counter or on the phone;
Investigates and reviews complaints;
Handles difficult registration and public relations problems;
Talks with applicant when problems arise, determines or reviews facts relative to the case and explains the Virginia Election Laws and registration procedures;
Trains new employees;
Maintains current maps used in placing applicant in correct precinct;
Initiates required operations when precinct lines are changed;
Supervises preparation of payroll and bills and maintenance of personnel records;
Assists in the preparation of departmental budget;
Reviews and revises forms and procedures;
Reviews applications for ballots, taking required action according to law;
Attends meetings and conferences;
Prepares reports;
Supervises subordinate personnel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and municipal citizenship and voting registration laws and regulations;
Knowledge of state election laws and procedures and of the maintenance and protection of voting registration lists and records;
Knowledge of office management and record keeping procedures;
Ability to establish and maintain effective working relationships with County officials, employees and the general public;
Ability to plan and direct the work of others;
Ability to prepare reports;
Integrity;
Pleasing personality.

EMPLOYMENT STANDARDS:

Graduation from high school, three years of experience in office or business management, and one year of responsible supervisory experience.

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