

Lake County

Date Last Revised:	04/09
FLSA:	Exempt
EEO:	6
Bargaining Unit	1

DEPUTY REGISTRAR OF VOTERS

DEFINITION

Under administrative direction to assist with the planning, organization, direction, and administration of the operations of the Elections Department; to perform a variety of administrative, staff, and office support functions; to assist with training staff and temporary election personnel; to perform a variety of difficult, complex, and specialized election technology and support work for the conduct of local elections; to provide assistance and information to the public; to serve as the department head in the absence of the Registrar of Voters, as assigned; and to do related work, as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized management-level classification that serves as the primary assistant to the Registrar of Voters in the performance of a variety of election work. Incumbents perform a variety of specialized election technology and support work and assist with the administration of elections held in Lake County. The classification requires knowledge of election functions, laws, and regulations. Incumbents are required to work irregular and extended hours (evenings, weekends, and holidays) during election sessions. This class is distinguished from the Registrar of Voters in that the Registrar of Voters is the department head for the Elections Department. This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority.

REPORTS TO

Registrar of Voters

CLASSIFICATIONS SUPERVISED

Elections Assistant I; Elections Assistant II; specialized Election Day staff; and other staff as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Assists with planning, organizing, coordinating, and managing the operations of the Elections Department; provides supervision, training, and work evaluations for assigned staff; assists with formulating, developing, and evaluating goals, policies and procedures in order to provide clear direction and objectives; responds to complex inquiries and complaints regarding elections and related area of expertise from the public, community groups, private and public agencies, and others; explains voter registration and election procedures to the public, officeholders, candidates, committees, and local entities; prepares, monitors, and analyzes management and statistical information and reports; conducts research as needed and makes recommendations on findings; assists in the performance of the full scope of complex election administrative and support functions; makes recommendations on the department budget; assists in conducting training classes for temporary election staff; assists in the set up and programming of all elections conducted by the department; tests the electronic voting system; assists in assuring the security of election materials; creates voter registration information on electronic media; maintains and updates street index file; maintains and updates precinct maps in accordance with jurisdictional boundary lines and relevant election codes and laws; makes changes in precinct boundaries due to annexations, new residential development or changes in voter population; realigns precinct boundaries and voter files and establishes or consolidates precincts in accordance with state and local reapportionment actions; operates and maintains computerized election information systems; monitors operating system for problems; recovers damaged files and runs programs to repair files and generate error reports; installs software applications on PCs; confers with software and hardware vendors regarding problems and maintenance; prepares requisite election reports and reimbursement statements; directs the receipt and verification of petitions

and candidate filing documents.

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TYPICAL PHYSICAL REQUIREMENTS

Sit and perform data entry for extended periods; frequently stand and walk; periodic exertion of physical efforts, such as bending, stooping and squatting; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 275 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, typewriter, telephone, calculator, copiers, FAX, and ballot counter.

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies, functions, and requirements of the Elections Department.
- Applicable state, federal, and local ordinances, laws, rules, regulations, and legislation governing the conduct of elections, filing of petitions, and the registration of voters.
- Proper procedures for the acceptance and filing of candidate documents.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- General accounting processes and statistical record keeping.
- Computerized election systems and software programs.
- Basic knowledge of the countywide GIS (Geographic Information System).
- Principles of management, supervision, training, and employee evaluation.
- Methods and techniques of research, statistical analysis, and report preparation and presentation.
- Principles and practices of planning, goal setting and implementation.

Ability to:

- Assist with planning, directing, coordinating, and managing the functions of the Elections Department.
- Provide supervision, training, and timely work evaluations for assigned staff.
- Assist in the performance of a variety of difficult and complex election administration and oversight.
- Perform a variety of difficult and complex election technology and support functions.
- Follow oral and written directions.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Read, understand, interpret, and explain codes, statutes, and information related to the conduct of elections.
- Gather and organize data and information.
- Analyze situations and make logical conclusions.
- Make arithmetic calculations.
- Maintain accurate records, inventories, files and indexes.
- Establish the validity of candidate filing documents and Conflict of Interest Statements.
- Operate election-related computer equipment and run elections software.
- Troubleshoot computer related problems and develop effective solutions.
- Read and interpret maps, drawings and property documents.
- Assist in the development of supervisorial and precinct boundary adjustments following each decennial census (reapportionment)
- Effectively represent the Registrar of Voters in responding to inquiries and providing information and assistance about elections.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

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

~~Five (5)~~ Three (3) years of previous work experience performing a variety of election or administrative and support functions comparable to that of an Elections Assistant I/II or Office Assistant III with the County of Lake which included at least ~~three (3)~~ two (2) years equivalent to that of an Elections Assistant II or Office Assistant III.

Experience in a lead or supervisory capacity is preferred.

A Bachelor's Degree in Public Administration or Business Administration or a closely related field is desirable

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Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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