

TOWN OF SOMERS

Position Description

Title: Registrar of Voters
Department: Registrar of Voters
Reports To: First Selectman

Supervises: None; recruits and oversees volunteer poll/election staff
FLSA Status: Part-time, stipended
Bargaining Unit: N/A

This is an elected position.

Position Summary: The Registrars of Voters arrange and manage elections (general, primary and referenda), and maintain voter files and records in accordance with Federal and State election statutes in concert with direction and guidance from the Secretary of the State.

Major Job Duties:

Management/Service – Register new voters. Process changes in voter data weekly. Conduct an annual canvass of voters by mail to determine any additional changes in data that may be required. Provide information to the general public concerning voter registration and election related issues. Prepares and issues voting registration related correspondence. Prepare mailing labels for other Town departments as well as for other local organizations. Periodically prepare and distribute updated voter lists. Arrange and manage elections as set forth by local, state and federal ordinances, statutes and laws.

Technical – Manages maintenance of complex and extensive physical and computerized voter registration and election records using proprietary computer systems as set forth by the Connecticut Secretary of State. Interfaces with prescribed vendor(s) to properly update and prepare voting machines in anticipation of upcoming elections.

Teamwork – Works cooperatively with Town Clerk's office and other town staff to efficiently and effectively administer voter registration process and elections.

Human Resources – Identify, recruit, train and oversee temporary and volunteer election staff. Track volunteer staff hours, maintain volunteer work records and recommend volunteer stipend issuance.

Administrative – Assists with maintenance of departmental web page. Interacts regularly with staff from Secretary of State's office and other Connecticut towns regarding voter issues. Verify invoices for voting/election related expenses and recommend payment to Selectmen's office. Maintain timecards for self and work logs for volunteers – verify records and recommend payment to Selectmen's office.

Qualifications:

- Three to five years office administration experience including the supervision of others.
- Ability to work with minimal supervision; requires thorough knowledge of standard office procedures, practices and equipment.
- Ability to learn and apply specific federal, state and local voter registration and election laws and regulations.
- Ability to direct and evaluate the work of others.
- Strong communication skills.

Approved by:

Approved by:

Last Revision Date: 12/08

1st Selectman/on file

HR/on file

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Date:

Date:

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Position Description

- Self-starter with project planning and development ability.
- Demonstrated ability to operate a personal computer, including Microsoft Office Suite, and a thorough understanding of database management and administration.
- Ability to deal with the public and others with tact and diplomacy.

Physical Requirements:

This position is primarily situated in an office environment, with walking for intermittent visits to other department locations. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand and walk to store and access records and files in the course of providing administrative support to the department within the office environment.
- Ability to work long hours for several, non-consecutive and consecutive days prior to and on election days.
- Lift 25 pounds of supplies; lift, bend, reach and store records and supplies.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

Approved by:

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