



CLASS SPECIFICATION

Class Code: 60017927
Date Established: 07/2015
Last Reviewed: 01/2024
Last Revised: 01/2024
Last Title Change: 08/2023
FLSA: exempt
Probation: 12 months

DEPUTY REGISTRAR OF VOTERS

DEFINITION

Under general direction of the Registrar of Voters, is responsible for the technical operations of the department; acts as the Registrar of Voters in the department head's absence; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration or a closely related field AND two years of full-time management level experience to include at least one year of supervisory experience and experience with policy development and interpreting local, state, and federal law OR two years of full-time elections management experience to include at least one year of supervisory experience OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Must be a registered voter in the State of Nevada or become a registered voter at the time of appointment.

Must be a United States citizen at the time of application.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

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

Direct the day-to-day operations of the department; monitor all administrative functions to ensure implementation of policies and procedures and ensure that accurate records and files are maintained properly.

Contribute to the overall quality of the department's service provision through coordination and organization of services and activities through regular reviews, updates and implementing enhanced policies and procedures to ensure work methods, techniques, systems, and equipment are consistent and continually being improved.

Supervise both permanent and temporary staff which includes participating in staff selection, providing training in proper work methods and techniques, assigning and reviewing work, coaching and development, conducting performance evaluations, implementing discipline and conflict resolution procedures in consultation with the Registrar of Voters.

Manage the County-wide redistricting process, which includes working closely with Technology Services to change precinct boundary lines due to annexations, voter count or district changes to ensure all voters are registered in the proper precinct; review the preparation of and maintenance of maps showing voting precincts and political subdivisions.

Responsible for election and ballot set up, including ordering, testing and quality control to ensure all mail ballot counters are functioning properly and an accurate number of paper ballots per precinct are ordered and extracts are sent to vendors.

Supervise mail ballot processing and ensure the federal Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) regulations are met, and assist with ensuring that all statistical reporting is provided to the Nevada Secretary of State's Office timely and accurately.

Prepare posting requirements and coordinate with the posting agencies to ensure notices are made available and on time to meet statutory requirements of election and voter information.

Act on behalf of the Registrar of Voters in his/her absence in all matters, including the authority to make decisions and choices regarding department operations and standard election procedures; speak with the media when necessary.

Assist with the development of recommendations by researching current practice and other criteria to formulate and create new systems or revise established systems and procedures.

Oversee special projects related to voter registration activity by collecting and analyzing information to write reports that present and interpret data, identify alternatives, and provide recommendations for change.

Accurately interpret state laws and regulations, and County policies and procedures for political parties, elected officials and candidates to ensure accurate information is being provided.

Monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s), reconciliation of funds and audits of fiscal records to ensure financial integrity.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department policies and procedures.

Countywide personnel policies and procedures.

Principles of general management, training, and supervision.

Computer software and hardware specific to the department.

Washoe County budget processes and pertinent policies and procedures of other County areas such as Budget, Purchasing and Risk Management.

Ability to:

Think creatively; be a problem solver and innovator.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop, recommend, and implement operational alternatives.

Effectively represent the department in various forums such as meetings and conferences.

Analyze federal, state, and local laws and regulations and develop logical recommendations.

Evaluate the administrative operations of the department for regulatory compliance and efficient operation.

Assist with development and monitoring of the department's budget.

Entry Level (*Applicants will be screened for possession of these through, written, oral, performance, or other evaluation methods.*)

Knowledge of:

Laws, rules, regulations, and procedures governing voter registration and election operations.

Automated voting methods, computerized registration systems and computerization of election returns.

Program planning and development methods and techniques.

Records management principles and practices.

Principles of planning and budget preparation.

Ability to:

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Evaluate work priorities, procedures and processes for effectiveness and efficiency.

Interpret, understand, and apply technical information such as reports, statutes, rules, and regulations.

Recognize politically sensitive situations and handle them with tact, objectivity, and fairness.

Plan and organize work to meet schedules and timelines.

Maintain confidential information in accordance with legal standards and/or County regulations.

Establish, maintain, and foster effective working relationships with all those contacted in the course of work.

Enforce rules and regulations tactfully, impartially, and firmly.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in both a standard office and warehouse environment. Must be willing and able to work long hours, night and weekends in preparation for any and all election cycles. Vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Ability to use office equipment including computers, copiers, telephones and FAX machine. Ability to lift and move objects weighing up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.