

## Assistant Registrar

- **Data Entry**
  - Maintain voter registration and application processing within the statewide voter system
- **Public interaction**
  - Assist voters/candidates by answering telephones, addressing walk-ins, answer emails.
- **Mailings**
  - Responsible for meeting state deadlines with mass mailings and information transfer.
- **Assistant Registrar**
  - Work in a productive environment with the Chief Registrar to meet election deadlines
  - Keep an organized workspace and office to ensure records are accurately kept
- **Organization**
  - Properly label and track information as it is coming through the office
  - Inventory office supplies such as: printer toner, envelopes, binders
- **Computers**
  - Create and maintain organized files to reduce the use of paper and related supplies
- **Professionalism**
  - Election Offices are tasked with ensuring people can vote. It is instrumental to remember we are responsible to make sure ALL eligible Northumberland County residents are able to exercise this ability both freely and fairly.
- **Ethical**
  - Election officials should be non-political. We are process people and work with candidates of all political affiliations (or no political affiliation).
  - We are public officials and our political affiliations cannot influence our decision-making skills or affect the proper processing.

This position can be as limited as data entry and answering phones. It can be as expansive as working with: election vendors, the Department of State, other county agencies, and neighboring counties.