



ASSISTANT REGISTRAR

Amenities:

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

This is supervisory work directing the activities of the County Registration and Election Office. Work involves assisting in the planning, directing and coordinating of the registration of voters, conduct of elections and certification of results.

Work is performed under the general supervision of the Chief Registrar. Assignments are difficult in nature and are carried out in accordance with administrative practices, procedures and precedents, specific goals and objectives and any applicable legal standards or regulations. Supervision is exercised over all subordinate office employees.

What You'll Do:

- Assists in directing the preparation of ballots for elections; supervises the preparation, distribution and control of district polling books and election materials; supervises the receipt, processing and filing of voters' certification after each election.
- Assists in overseeing the conducting of all County elections; supervises the counting or recounting of votes; certifies results of elections.
- Assists in planning and directing the registration of voters within the County; ensures that registration records are regularly updated by purging and adding names and addresses; supervises the preparation of master street lists of voters.
- Prepares required election reports and records for the state.
- Provides information to candidates and the public regarding general election procedures.
- Performs related work as required.

Job Requirements/Skills & Abilities:

- Must be a Pennsylvanian Resident.
- Knowledge of State and County election laws, procedures and requirements.
- Knowledge of State laws governing the registration of voters.
- Knowledge of modern office practices and procedures.
- Knowledge of the principles and practices of supervision.
- Ability to plan and coordinate the work of subordinate clerical employees.
- Ability to maintain records and prepare reports.
- Ability to develop and install operational procedures necessary for efficiency of operations.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with County officials, associates and the general public.

Minimum Training & Experience:

- Education is equivalent to completion of the twelfth school grade.
- Three years of clerical experience, one year of which shall have included supervising the processing of voter registration and related electoral forms and reports.
- Or any equivalent combination of acceptable training and experience.

Employment Category:

- Full Time
- Non Exempt

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

