

Town of Scotland, CT  
**Deputy Registrar of Voters**  
Job Description

Job Title: **Deputy Registrar of Voters**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is:  **Elected**  **Appointed**  **Hired**

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## POSITION SUMMARY

The Deputy Registrar of Voters performs duties at the direction of the Registrar and in certain circumstance, assumes the responsibilities of Registrar.

## JOB DUTIES

1. Assist his/her Registrar as required.
2. Perform the duties of the Registrar in his/her absence or inability to act.
3. Become the Registrar in case of the death, removal or resignation of the Registrar.
4. Appoint a new Deputy Registrar if he/she assumes the full Registrar function.

In addition to the duties listed above, the Deputy Registrar is obligated to meet all responsibilities mandated by Connecticut General Statutes, or the Secretary of State.

## SUPERVISION GIVEN

Supervises poll workers as assigned by the Registrar.

## SUPERVISION RECEIVED

Is supervised by the Registrar.

## QUALIFICATIONS

1. Elector of the town of Scotland and an enrolled member of the same party as the registrar who makes his/her appointment.
2. Associate or Bachelor's Degree and 2 years working experience performing administrative or managerial functions is helpful; or any equivalent combination of education and experience.
3. Ability to read, understand and explain Connecticut State laws.
4. Some experience in Microsoft Word, Microsoft Excel, automated data systems, and email systems is helpful.

## TOOLS AND EQUIPMENT USED

Telephone system, computer, voter data software, voting machines.

## PHYSICAL DEMANDS

1. Hand-eye coordination is necessary to operate computers and read statutes and associated material.
2. While performing the duties of this job, the employee is frequently required to talk, hear; sit, and use hands.
3. The employee is occasionally required to stand, walk, or climb stairs. The employee must occasionally lift and/or move up to 40 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
5. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

General office environment.

Interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

## HOURS

Hours vary according to election activity or Secretary of State mandates.

Is required to work outside “normal business hours” during election periods.

## COMPENSATION

1. The salary is reviewed and voted on as part of the town budget process.
2. This position is exempt from “overtime” wages.
3. Any travel required is compensated at the prevailing IRS rate.
4. Pay period is annual.
5. There are no retirement or health benefits associated with this position.

The Town of Scotland is an equal opportunity employer.

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.