

Town of Scotland, CT
Registrar of Voters
Job Description

Job Title: **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**

POSITION SUMMARY

The Scotland Registrar of Voters office manages all election processing for the town by ensuring the accuracy of the voters registry list, and the preparedness of the election officials and voting tabulators, in accordance with the CT State Statutes, per the Administration of the Secretary of the State.

JOB DUTIES

1. Certify the official Voter list.
 - maintain the voter registration files:
 - register voters
 - make monthly changes of voters based on validated information received from various sources
 - conduct an annual canvass of voters.
2. Strive to maintain voter registration at the highest possible level; conduct voter registration drives where possible.
3. Respond to voter inquiries
4. Educate electors on the use of voting equipment.
5. Order election ballots; provide paper ballot supplies for any election where no voting tabulators are used or are unable to be used.
6. Provide all challenge and provisional ballot supplies
7. Appoint Deputy Registrar(s) and file the certificate of appointment with the Town Clerk.
8. Prior to each election, hire, train and schedule election officials to work on Election Day, and for any election follow-up work as needed. The Registrars try to ensure that all poll workers have been properly trained, are aware of all the latest election related laws and that the election is conducted in a fair and bipartisan manner.
9. Organize the polling place so that there is privacy and maximum efficiency.

10. Ensure polling supplies are stocked on election day.
11. Ensure there is accommodation in place on Election Day for individuals with hearing, vision or mobility impairments, and that poll workers are trained in proper procedures to assist these individuals.
12. Conduct Federal, State, Special and Local primaries, elections, and referendums.
13. Tabulate returns on election night, conduct the official canvass of votes cast, submit election results to the Town Clerk.
14. Ensure that the Moderator completes and files the Moderator's Log with the Town Clerk and Secretary of the State.
15. Conduct hand count of machine read ballots after elections if jurisdiction is subject to audit.
16. Electronically update voter file with information as to who voted after every election.
17. Complete and file audit paperwork with the Secretary of State.
18. Store all voted ballots after the election and up until the 14 day lock-down period has expired or the audit is complete. After the 14 day lock-down the Registrar must transmit the absentee ballots for long-term storage, and keep all voted ballots used at the polls for long term storage.
19. Attend ROVAC trainings and meetings called by the Secretary of the State conducted to keep Registrars current on new and pending legislation as it is proposed and passed.
20. Implement new election laws as adopted by CT State Legislature and/or Congress.
21. Preparing and monitor the Elections budget.

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

SUPERVISION GIVEN

Supervises Deputy Registrars and other poll workers.

SUPERVISION RECEIVED

The Registrar works under the direction of the Secretary of State.

QUALIFICATIONS

Elector of the town of Scotland

Ultimately the town residents elect the Registrar, but the following skills and qualifications are helpful in being prepared to perform the duties of the job:

1. Associate or Bachelor's Degree and 2 years working experience performing administrative or managerial functions is desirable; or any equivalent combination of education and experience.

2. Ability to read, understand and explain Connecticut State laws.
3. 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. This is an elected position. 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 quarterly.
5. There are no benefits associated with this position.

The Town of Scotland is an equal opportunity employer.