


**JOB DESCRIPTION**

**Registrar and Clerk Board of Canvassers**

Date of Last Revision: June 2023

	<b>DEPARTMENT</b>	Town Clerk/Board of Canvassers		
	<b>REPORTS TO</b>	Town Clerk/Board of Canvassers		
	<b>FLSA STATUS</b>	Non-Exempt, Full-Time		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

**POSITION OVERVIEW**

Under the general direction of the Town Clerk and Board of Canvassers, the Registrar is responsible for the day-to-day operation, as well as long-term planning for the town’s Federal, State, and Municipal elections in accordance with regulations. Primary duties include managing and maintaining voter registrations and elections. Other duties include managing and preparing the annual budget for the department, requisitions and vouchers, department payroll, monthly reports, and any other duties assigned by the Town Clerk.

**ESSENTIAL JOB FUNCTIONS**

- Maintains voter records through the Central Voter Registry System (CVRS).
- Keeps abreast of new election, laws and procedures.
- Prepares, coordinates and performs all aspects for conducting local and state referenda, Special, Primary and General Elections.
- Prepares and processes all documents necessary to conduct an election.
- Secures polling locations and sets up same; notifies election officials of their assignments and conducts training as needed.
- Prepares warrants; coordinates with Board of Elections and Office of Secretary of States.
- As Clerk to the Board of Canvassers, Prepares and posts agendas for Board of Canvassers’ meetings; attends, records, and prepares minutes for said meetings.
- Attends training seminars at State Board of Elections and Office of the Secretary of State.
- Maintains voter records and updates voter information through the State Central Voter Registry System.
- Processes the jury commissioner list and the National Change of Address notices; maintains the Town's website with all election information.
- Attends user group training in preparation for elections.
- Prepares Town Clerk monthly reports and bi-weekly staff attendance report for payroll.
- Prepares budget for the Canvassing Department.
- Assist in the Town Clerk main office when required, along with any other duties assigned by the Town Clerk.
- Maintains Town Clerk’s budgets, orders supplies, and prepares requisitions and vouchers.
- Notary Public.

**ADDITIONAL JOB FUNCTIONS**

- Maintains safe working conditions and reports any incidence which might conflict with Town safety procedures and policies.
- Other duties and projects as assigned.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*For successful performance in this position, the incumbent will need to demonstrate the following:*

### **KNOWLEDGE of:**

- The organization and the various functions of the Town Clerk's office and practices and procedures used in performing said functions.
- State election laws, and policies of the Secretary of State and the State Board of Elections relating to the conduct of elections and the operation of the Canvassing Office.
- Town Charter and ordinances relating to municipal government.

### **SKILLS in:**

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

### **ABILITY to:**

- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other related software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Ability to work beyond the regularly scheduled work week during an election period.

## MINIMUM POSITION REQUIREMENTS

### **EDUCATION AND EXPERIENCE**

- High School Diploma, supplemented by a College Degree, or a Degree or Certificate in Paralegal Studies, or course work in Management, Public Administration, Law, or commercial studies, or related field.
- Minimum of six (6) months of experience in a related field.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

### **LICENSES AND CERTIFICATIONS**

- A valid driver's license.
- RI Notary Public Commission or ability to obtain one within six (6) months of hire.

## ENVIRONMENTAL AND PHYSICAL DEMANDS

### **ENVIRONMENTAL DEMANDS including:**

- Work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**PHYSICAL DEMANDS *including:***

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*