

Town of Searsmont, Maine Job Description

Job Title: Registrar of Voters
Supervisor: Board of Selectmen

Job Summary

This is a regular part time position, appointed by the Board of Selectmen by January 31 of each odd-numbered year, which may be combined with other positions. The primary function of this job is to supervise the voter registration process. The position requires working closely with the State Secretary of State office, Board of Selectmen, and other town officials to operate the town of Searsmont. This position works under the direction of the Board of Selectmen.

Primary Duties & Responsibilities

1. Determine voter eligibility by reviewing each application and deciding whether the voter meets the registration qualifications.
2. Process new applications for registration and enrollment by mail and in person and enter voter information into the Central Voter Registration (CVR) system as soon as they have qualified.
3. Process changes of voter information (i.e. name or address) and changes or withdrawals in enrollment as soon as possible after receipt.
4. Keep the CVR system current at all times; keep a voter registration file containing all voter registration documents for active and inactive voters; and conduct systematic purges at least once every five years.
5. Provide reports and data from the CVR system upon request and as allowed by statute; and provide access to all public records.
6. Certify the registration status of signers of various petitions.
7. Attend a training session on voter registration that is approved by the Secretary of State at least once every two years.
8. Preparing the Registrar of Voters report for the annual Town Report.
9. Performing other duties as required by the Board of Selectmen.

Required Minimum Qualifications

1. A high school diploma or equivalent.
2. Is a citizen of the United States.
3. Is a resident of the State of Maine.
4. Is at least 18 years of age.
5. Is not an employee of a party or candidate.
6. Is not an officer of a municipal, county or state party committee.

7. In the electoral division in which the Registrar of Voters is appointed, the registrar may not:
 - Hold or be a candidate for any state or county office,
 - Be a treasurer for a candidate, or,
 - Be a municipal officer as defined by Maine Revised Statutes Title 30-A, §2001.
8. Must be willing and able to attend required training sessions.
9. One year of general clerical or administrative experience, preferably in a municipal setting.

Required Knowledge, Skills, and Abilities

1. Knowledge of applicable State Statutes and local ordinances.
2. The ability to work with limited supervision.
3. The ability to multitask, prioritize appropriately, and complete work in a timely manner.
4. Accuracy and attention to detail.
5. Dependability, flexibility, and the ability to maintain confidentiality of information as necessary.
6. Strong typing skills.
7. A commitment to excellence in customer service.
8. The ability to communicate effectively with customers, co-workers, and the Maine Secretary of State office.
9. The ability to competently handle the general public in situations requiring tact and patience.
10. Ability to work effectively with other employees, the Board of Selectmen, and the general public in person and via telephone.
11. Ability to attend outside training as required to perform job duties.
12. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications, including, but not limited to CVR.

Working Conditions

1. This is a regular part time position that may be combined with other positions.
2. Office days and hours are established by the Board of Selectmen and set forth in the Searsmont Personnel Policy.
3. Attendance at required training will be reimbursed per the Searsmont Personnel Policy.
4. Benefits are assigned based upon the Personnel Policy for part time employees unless other positions have been added that result in a full time position with full time benefits.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.