



CLASS SPECIFICATION

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FLSA: exempt

REGISTRAR OF VOTERS - JURIS DOCTORATE

DEFINITION

Under general direction of the County Manager, monitors changes in voting and elections at the state and federal level; plans, organizes, directs and manages the operations of the Registrar of Voters Department; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A law degree from an accredited law school, AND two years of experience practicing law that specializes in elections, public sector, or a related field to include one year of supervisory experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Must be a United States Citizen at the time of application.

Must be a registered voter in the State of Nevada or become a registered voter at the time of appointment.

Current, valid license to practice law from the Supreme Court of the State of Nevada and membership in the State Bar of Nevada at time of application. Licensure must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, coordinate, and direct the operations of the Washoe County Registrar of Voters to accomplish established goals and maximize efficiency.

Monitor and stay informed of federal, state and local law changes related to elections and voting processes: work with the Secretary of State's Office and the Washoe County District Attorney's Office to analyze and determine impact of changes to Washoe County and the implementation process of the changes to ensure County compliance.

Testify at the legislature on behalf of the County and on a national level, related to best practices of the election process and voting processes; draft and review bill draft requests.

Plan, organize, and manage operations at multiple work sites, with responsibility for delivering services to the electorate and compile statistical reports on subjects such as voter registration, voter turnout, voting trends, and other related issues.

Manage requests for confidential election related records and equipment in the County's custody; navigate complex public records requests from local and national media; assist with identification, preparation, and response to potential AI (Artificial Intelligence) threats.

Serve as spokesperson and resource for information; respond to a variety of inquiries from staff, the media, outside agencies, community groups or the public, providing information or directing questions to appropriate staff to promote positive public/media relations and create cooperative working relationships.

Supervise assigned staff, including interviewing and selecting staff; providing staff training in proper work methods and techniques; assigning and reviewing work; conducting performance evaluations; implementing discipline and conflict resolution procedures when necessary.

Supervise and direct the maintenance of voter registration records in compliance with federal and state laws.

Develop and administer the budget for the department, which includes justifying staffing, equipment, training and supplies required to provide services and carry out the department's mission.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department policies and procedures.

Countywide personnel policies and procedures.

Federal, state and local laws, rules, regulations and procedures governing voter registration and election operations.

Computer software and hardware specific to the department.

Washoe County budget processes and pertinent policies and procedures of other County departments such as Human Resources, Budget, Purchasing, and Risk Management.

Washoe County strategic planning objectives and goals.

Ability to:

Plan, organize, coordinate and direct the operations of the Registrar of Voters Department.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop and implement operational alternatives.

Evaluate the administrative operations of the department for regulatory compliance and efficient operation.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of management and supervision.

Principles and practices of program planning, implementation, and administration.

Voter registration and election operations.

Automated voting methods, computerized registration systems and computerization of election returns.

Computer record maintenance systems.

Principles of budget preparation and fiscal accounting.

Ability to:

Direct and supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Research and analyze legislation related to election and voting processes; develop and adapt election procedures to meet requirements of new laws.

Analyze problems related to complex election and voter issues, identify alternative solutions, develop innovative and creative solutions, project consequences of proposed actions and non-action, and implement recommendations in support of goals.

Evaluate work priorities, procedures, and processes for effectiveness and efficiency.

Read, interpret, apply, and explain pertinent laws, statutes, court decisions, legislation, codes, regulations, and standards, federal legislation, program rules, regulations, policies and procedures.

Communicate effectively, both orally and in writing with people of diverse backgrounds.

Prepare statistical reports on issues related to department operations.

Effectively represent the department in various public forums such as County Commission meetings, legislature, and with the media.

Develop and administer a department budget.

Establish and maintain effective working relationships with department heads, staff, local, state and federal officials, elected officials, media and all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in both a professional office and warehouse environment. Must be willing and able to work extended hours, night and weekends in preparation for and during primary, general and special election cycles. Ability to use office equipment including computers, copiers, telephones and FAX machine. Ability to lift and move objects weighing up to 25 lbs..

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.