



CLASS SPECIFICATION

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FLSA: exempt
Probation: 12 months

DEPUTY REGISTRAR OF VOTERS

DEFINITION

Under general direction of the Registrar of Voters, is responsible for the technical operations of the department; acts as the Registrar of Voters in the department head's absence; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time management level experience to include at least one year of supervisory experience and experience with policy development and interpreting local, state, and federal law OR two years of full-time elections management experience to include at least one year of supervisory experience AND a bachelor's degree from an accredited college or university in public administration, business administration or a closely related field; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Pursuant to NRS 293.217, must be a registered voter in the State of Nevada within Washoe County at the time of appointment and must be maintained for continued employment in this classification.

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

SUPERVISION EXERCISED

Exercises direct supervision.

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

Direct the day-to-day operations of the department; monitor all administrative functions to ensure implementation of policies and procedures and ensure that accurate records and files are maintained properly.

Contribute to the overall quality of the department's service provision through coordination and organization of services and activities through regular reviews, updates and implementing enhanced policies and procedures to ensure work methods, techniques, systems, and equipment are consistent and continually being improved.

Supervise both permanent and temporary staff which includes participating in staff selection, providing training in proper work methods and techniques, assigning and reviewing work, coaching and development, conducting performance evaluations, implementing discipline and conflict resolution procedures in consultation with the Registrar of Voters.

Manage the County-wide redistricting process, which includes working closely with Technology Services to change precinct boundary lines due to annexations, voter count or district changes to ensure all voters are registered in the proper precinct; review the preparation of and maintenance of maps showing voting precincts and political subdivisions.

Develop, implement, and administer the Registrar of Voters Training and Recruitment program to ensure Election Workers are properly trained on policy and procedures, including local, state, and federal laws pertaining to election administration.

Collaborate with direct reports, to plan, coordinate, and organize the election volunteer recruitment, training and compliance for vote center procedures including overseeing the vote center hotline staff and issue resolution procedures.

Oversee election and ballot set up, including ordering, testing, and quality control to ensure all mail ballot counters are functioning properly and an accurate number of paper ballots per precinct are ordered and extracts are sent to vendors.

Supervise mail ballot processing and ensure the federal Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) regulations are met and assist with ensuring that all statistical reporting is provided to the Nevada Secretary of State's Office timely and accurately.

Manage the departmental operations of ballot tabulation processes and procedures, report creation and analysis, and election night results reporting for the public, campaigns, and candidates encompassed within the voting system.

Administer the operations of the warehouse for asset management of voting system equipment, logic and accuracy setup and testing (including public oversight), vote center intake equipment including database downloads and configuration; provide extensive reporting capabilities for maintaining inventory.

Manage the continuous process improvement for safety and training for Election Workers and overall space efficiencies and staging of equipment. In collaboration with direct reports, coordinate with moving companies for vote center equipment logistics.

Oversee vendor contract management ensuring contract service level agreements are timely executed, compliant, and resolved; effectively coordinate with vendors ensuring relationships are in place to achieve desired outcomes of departmental objectives.

Prepare posting requirements and coordinate with the posting agencies to ensure notices are made available and on time to meet statutory requirements of election and voter information.

Act on behalf of the Registrar of Voters in his/her absence in all matters, including the authority to make decisions and choices regarding department operations and standard election procedures; speak with the media when necessary.

Oversee special projects related to voter registration activity by collecting and analyzing information to write reports that present and interpret data, identify alternatives, and provide recommendations for change.

Perform research; collect and analyze data which includes federal, state, and local laws and regulations to assist with the development of logical recommendations by researching current practice and other criteria to formulate and create new systems or revise established systems and procedures.

Accurately interpret state laws and regulations, and County policies and procedures for political parties, elected officials and candidates to ensure accurate information is being provided.

Monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s), reconciliation of funds and audits of fiscal records to ensure financial integrity.

Present and discuss a variety of complex regulations and procedures federal, state, and local laws and regulations to a variety of individuals representing diverse cultures and backgrounds in adverse situations which require a high degree of sensitivity and effectively represent the department in various forums such as meetings and conferences.

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

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Department policies and procedures.

Federal, state, and county laws, policies, local ordinances, codes and regulations.

Laws, rules, regulations, and procedures governing voter registration and election operations.

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

Computer software and hardware specific to the department.

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

Countywide personnel policies and procedures.

Provisions of applicable collective bargaining agreements.

Principles and practices of research applicable to data collection and analysis.

County customer service objectives and strategies.

Ability to:

Plan, coordinate and direct the operations across the department to accomplish established goals and objectives and optimize efficiency.

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

Assist with development and monitoring of the department's budget.

Analyze federal, state, and local laws and regulations and develop logical recommendations.

Think creatively; be a problem solver and innovator.

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

Knowledge of:

Program planning, development, implementation, administration methods and techniques.

Principles of planning, budget preparation, and fiscal management.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Records management principles and practices.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

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

Exercise sound judgment; demonstrate initiative and effective problem-solving skills when making decisions.

Interpret, understand, and apply technical information such as reports, policies, procedures, codes, statutes, rules, and regulations.

Recognize politically sensitive situations and handle them with tact, diplomacy, objectivity, fairness and political acumen.

Plan and organize work to meet schedules and timelines.

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

Maintain confidential information in accordance with legal standards and/or County regulations.

Enforce rules and regulations tactfully, impartially, and firmly.

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

Establish, maintain, and foster collaborative and effective working relationships with other governmental agencies, the public, vendors, media and representatives of other departments.

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 long hours, nights and weekends in preparation for any and all election cycles. Vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. 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.