



SENIOR ELECTION ASSISTANT POSITION ANNOUNCEMENT

INTERNAL ONLY

DATE OF ANNOUNCEMENT: SEPTEMBER 25 – OCTOBER 9, 2018

SUBMIT ONLY A RESUME BY DEADLINE TO THE SUPERVISOR OF ELECTIONS

SENIOR ELECTION ASSISTANT

DEFINITION:

Under the direction of the Supervisor of Elections and/or Deputy Supervisor, an employee in this class performs a variety of administrative assignments within an election district of the Virgin Islands. As a lead worker, an incumbent has responsibilities over lower level employees during peak workload periods.

Work is performed in accordance with Title 18 - Virgin Islands Code, where established internal procedures are reviewed for accuracy by spot checking for compliance with agency policies and regulations.

Work is performed within the frame work of existing policies, laws, rules, and regulations of the Elections System.

DUTIES (NOT ALL INCLUSIVE):

Determines eligibility of persons requesting registration to vote, pursuant to Title 18 Virgin Islands Code.

Review reports and other records for clarity, completeness, accuracy, and conformance with departmental policy.

Conducts registration of electors in accordance with the provisions of Title 18 - Virgin Islands Code and the rules and regulations prescribed by the Board of Elections, including the preparation of registration forms and data cards.

Administers oaths pursuant to Title 18 - Chapter 5, Section 100 which involves requiring voters to swear or affirm that the information they have provided is true and correct and that any misrepresentation constitutes perjury and is subject to prosecution.

Arranges for use of facilities as polling places and ensures that they meet regulations and guidelines for American with Disabilities Act (ADA compliance).

Assures that documents are properly captured on a records retention and retrieval system, such as microfilm or disk, and that archival copies are retained for security.

Issues, accepts and reviews documents for candidacy.

Advises electors, office-holders, candidates, political committees and the general public on election laws, regulations, procedures, deadlines and penalties.

Determines the number of voting machines to be delivered to each precinct based on the number of registered voters and their political party affiliation.

Prepares election records for certified destruction, in accordance with Title 18.

Performs all assigned duties relative to the conduct and preparation of Primary and General elections consistent with Title 18 - Virgin Islands Code.

Stores, inventories and retrieves election materials, equipment and supplies.

Collect fees in accordance with Title 18 and performs duties relative to the processing of revenues as prescribed by law.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of office procedures and practices.

Basic knowledge of the principles of supervision.

Knowledge of the Virgin Islands and federal laws, codes and regulations affecting the administration of elections and the registration of voters.

Knowledge in the use of data entry equipment and applications used in voter registration and elections.

Knowledge of mathematical computations.

Ability to identify fraudulent documents where their authenticity may have been compromised.

Ability to read, understand, explain and apply basic provisions of various sections of Virgin Islands and federal laws, codes and regulations affecting the administration of the election system and the registration of voters.

Ability to assist in training programs for election officers.

Ability to communicate effectively orally and in writing.

Ability to train and supervise subordinate staff.

FACTOR 2 - SUPERVISORY CONTROLS:

Work is assigned through oral and written communication for new, difficult or unusual tasks. An employee is expected to apply acquired training and experience in exercising initiative and good judgement. Routine duties are performed independently. Internal

procedures are reviewed for accuracy by spot checking for compliance with agency policies and regulations.

FACTOR 3 - GUIDELIENS:

Guidelines consist of Title 18 - Virgin Islands Code, agency rules, regulations, procedures and policies, which are detailed and specific. Some portions can be memorized, but the ability to reference in a designated context is required.

FACTOR 4 - COMPLEXITY:

Assignment entails verifying the authenticity of documents presented for registration pursuant to Title 18 Virgin Islands Code. Good sound judgement must be exercised to minimize fraud. The incumbent is required to employ high attention to details while maintaining ethical standards in questioning individuals concerning any document received.

FACTOR 5 - SCOPE AND EFFECT:

The purpose of the work is to establish, update, and maintain voting registers in the Virgin Islands, and to ensure free and safe elections. This work contributes to the efficiency of daily operations in the Elections System and the effectiveness of elections.

FACTOR 6 - PERSONAL CONTACTS:

Contacts are with co-workers, officials of other Departments and Agencies, the election board members, election officers and members of the general public.

FACTOR 7- PURPOSE OF CONTACTS:

The personal contacts involve exchange of information, processing voter registrations, arranging training for election officers, and setting up polling places.

FACTOR 8 - PHYSICAL DEMANDS:

Work is mostly sedentary. However, some walking, bending and lifting are required.

FACTOR 9 - WORK ENVIRONMENT:

The work is performed in an office setting, and at times at other locations deemed accessible for public registration.

MINIMUM QUALIFICATIONS:

B. A. Degree in Business or Public Administration or a closely related field, plus one (1) year experience as an Election Assistant.

OR

Completion of twelfth (12th) school grade or General Equivalency Diploma (GED) plus five (5) years experience as an Election Assistant, or in the general administration for a voter registration and election program.