



Elections System of the Virgin Islands
"Fair - Accessible - Secure - Transparent"

St. Croix: 340-773-1021 | St. John: 340-776-6535 | St. Thomas: 340-774-3107

*Copied documents will not be accepted

VOTER REGISTRATION *Requirements*

BIRTH CERTIFICATE **OR**
PASSPORT (UNITED
STATES) **OR**

MILITARY DISCHARGE
FORM (DD214) **OR**
NATURALIZATION
CERTIFICATE

JOB VACANCY ANNOUNCEMENT Elections Assistant

Classified POSITION

SALARY: \$35,000.00 to \$45,000.00

DISTRICT: St. Croix

DEADLINE: December 23, 2023

DEFINITION

Under direct supervision of a higher-level official, this is standard office work within the Elections System of the Virgin Islands.

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 confidential.

DUTIES (NOT ALL-INCLUSIVE)

- Conducts registration of electors in accordance with the provisions of Title 18, Virgin Islands Code, and 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.
- Processes affidavits of registration, pursuant to Title 18, Virgin Islands Code.
- Enters and updates elector information utilizing the voter registration database, pursuant to Title 18, Virgin Islands Code.
- Identifies and sorts election and registration documents for records retention.
- Processes requests for absentee nomination papers and instructions.
- Locates and reads registration records and issues registration abstracts as appropriate.
- Examines electors' voting lists to verify corresponding entries on registration cards in district registers.
- Performs all assigned duties relative to conducting and preparing Primary and General elections consistent with Title 18, Virgin Islands Code.
- Stores inventories and retrieves election materials, equipment, and supplies.
- Collects fees in accordance with Title 18, Virgin Islands Code, and performs duties relative to the processing of revenues as prescribed by law.

Office Locations

ST. CROIX

ST. CROIX ELECTIONS OFFICE-SUNNY ISLES SHOPPING CENTER, UNIT 26
(8:30 AM TO 4:30 PM DAILY)

ST. THOMAS

ST. THOMAS ELECTIONS OFFICE- LOCKHART GARDENS (UPSTAIRS BANCO POPULAR)
(8:30 AM TO 4:30 PM DAILY)

ST. JOHN

ST. JOHN ELECTIONS OFFICE- MARKET PLACE SUITE II.
(TUESDAYS AND THURSDAYS FROM 9:00 AM TO 4:00 PM)



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DUTIES (NOT ALL-INCLUSIVE) CONTINUED

- Manages incoming constituents, emails, and calls.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Associate degree in Business or Public Administration or a closely related field, or completion of twelfth (12th) grade or the equivalent from an accredited institution and a minimum of five (5) years experience as an administrative secretary or advanced clerical work that would provide the required knowledge and abilities.
- Ability to produce Correspondence utilizing Microsoft Office Suites.
- Bilingual and able to read, write, and speak Spanish proficiently.

FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of office procedures and practices.
- Knowledge and ability to serve customers professionally.
- Ability to meet the standards established by this Agency.
- Ability to prepare reports.
- Knowledge of Microsoft Office Suite.
- Must be computer literate.
- Knowledge of Virgin Islands and federal laws, codes, and regulations relative to elections and registration of voters.
- Ability to read, understand, explain, and apply basic provisions of various sections of the Virgin Islands and federal laws, codes, and regulations pertaining to elections and voter registration.
- Ability to communicate effectively in writing and orally.
- Bilingual and able to read, write, and speak Spanish proficiently.
- Ability to review and compare documents for completeness, accuracy, and authenticity.

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Please submit resume and documents in a sealed envelope forwarded to the following address:

**Elections System of the VI
Ms. Caroline Fawkes
Supervisor of Elections
P.O. Box 1499
Kingshill, V.I. 00851
or
Email: esvi.info@vi.gov**

The Elections System of the Virgin Islands is an Equal Opportunity Employer

Remember Your Voice is Your Vote and Your Vote is Your Voice

Contact the Office of the Supervisor of Elections at (340) 773-1021 or visit www.vivote.gov for current election news and updates.

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