



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: \$44,202.41**

**DISTRICT: St. Thomas/St. John**

**DEADLINE: May 13, 2024**

### 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.

### 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

- 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.
- 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) year's 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.

## 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.
- Ability to review and compare documents for completeness, accuracy, and authenticity.

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Resumes should be **Emailed to:** [esvi.info@vi.gov](mailto:esvi.info@vi.gov) .  
Visit [www.vivote.gov](http://www.vivote.gov) for more information.

Call (340) 774-3107 St. Thomas/St. John district office or  
(340) 773-1021 St. Croix district office.

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

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