JOB DESCRIPTION

Job Title: SURE Operator/Registrar
Department: Voter Registration
Base Salary: $33,221.14

Bargaining Unit: AFSCME
FLSA Status: Non-Exempt

General Summary: The person in this classification performs a variety of moderately complex office duties. Work involves the application of initiative and independent judgment to procedural questions which are encountered, although decisions made are limited by established precedents and County policies. The employee is responsible for clerical work dictated by the laws related to the registration of voters, and laws related to elections.

Supervision Received and Exercised: Receives administrative direction from the Director of Voter Registration/Elections and the Office Manager. The employee may exercise supervision over a small group of employees assisting on more routine details.

Essential Job Functions:

- Process registrations under the new Statewide Uniform Registry of Electors (SURE).
- Signature Scanning and extensive computer usage with the SURE system.
- Remove deceased voters through electronic batches from SURE and daily newspapers.
- Receive and record phone calls from voters to verify their address and political party.
- Correct addresses and political party changes in computer and master file.
- Mass mailings which include National Change of Address (NCOA) mailings from SURE.
- Maintain proficiency in processing DOT applications, such as OC, XROC, NC, OS to include the following:
  - Checking state forms to see if people are registered in our county.
  - Forward registrations to other counties for those who have moved out of our county.
  - Process registration forms received from other counties.
  - Verify change of addresses from forms which reflect every change of address on driver license applications.
  - Make address changes in computer and master file.
  - Send letter to voter informing the voter we received notice of in-county address change.
  - Send letter to voter; send copy of letter and our registration form to the other county which the voter now resides (out of county).
  - Make copies of all letters that go out of our office for verification of motor voter changes.
  - Process new registrations received from the Department of Transportation.
- Process death records in DOH applications.
- Maintain proficiency in processing on-line applications and mail in applications.
- Assist in election preparations.

Knowledge, Skills and Abilities:

- Knowledge of County rules, procedures and functions.

- Ability to maintain moderately complex clerical records and to prepare detailed reports from such records.
- Ability to make minor decisions in accordance with precedents and regulations and to apply these to work situations.
- Ability to make relatively complex arithmetical computations and tabulations accurately and with reasonable speed.
- Ability to plan, assign and supervise the work of a small group of employees performing routine clerical work.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the general public.

Minimum Job Requirements:

- Graduation from high school or possession of a GED certificate.
- Two years of secretarial and general clerical experience.

Working Conditions:

- Work is normally performed in an office environment.
- Moderate physical activity.
- May require physical effort including lifting up to 25 pounds.
- May be required to sit, stand, or walk for extended periods of time.
- May be required to travel on occasion.
- Exposure to computer screen.