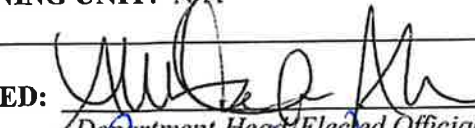
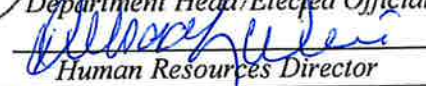


**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Registration Lead	<b>PAY GRADE:</b> B22
<b>DEPARTMENT:</b> Clerk-BOE	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>REPORTS TO:</b> Bureau of Elections Supervisor	<b>LEAD:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>APPROVED:</b>  <i>Department Head/Elected Official</i>	092121 <i>Date</i>
 <i>Human Resources Director</i>	9/22/21 <i>Date</i>

**I. PURPOSE SUMMARY.** Under the direct supervision of the Bureau of Elections Supervisor, is responsible for overseeing and working with BOE Document Technicians to implement all projects and duties related to voter registration. These employees report directly to this person for specific tasks and guidance related to voter registration. It is the Lead's responsibility to organize and delegate the workload related to registration. Recommend work procedures, changes to procedures, and changes in scheduling in order to increase the effectiveness of system processes, productivity, and election integrity.

**II. ESSENTIAL DUTIES.**

1. Oversee, train, direct and assist employees in various aspects of voter registration and election procedures handled by the County Clerk's Office. Including, but not limited to:
  - a. Entering registration cards (daily)
  - b. Proofing registration cards (daily)
  - c. Scanning & Batching registration cards (daily)
  - d. Filing registration cards (daily)
  - e. Canceling registrations due to relocation out of our jurisdiction
  - f. Researching and removing deceased registrations
  - g. Researching and removing duplicate registrations
  - h. Filing undeliverable mail
  - i. Researching and identify felons in the voter registration database
  - j. Archiving monthly data
  - k. Contacting NVRA sites – Deliver and pickup registrations (weekly)
  - l. Compiling NVRA Reports
  - m. Managing and documenting the training of Third Party Registration Agents
  - n. Managing the completion of tasks related to ERIC, the Electronic Registration Information Center's cross-state voter removal
  - o. Managing the organization and removal of voters through the legally appointed Board of Registration every two years
2. Assign duties and examine work to ensure compliance with policies and procedures.
3. Oversee the maintenance of the street index and assist in the determination of voter precincts.
4. Respond to inquiries from the public on voter registration, absentee and early voting, and other election information.
5. Prepare reports regarding voter registration for management as requested.
6. Responsible for knowing and abiding by all County and department policies and procedures, New Mexico State statutes regarding elections, federal guidelines for retaining records, and applicable New Mexico Administrative Code.

### **III. ADDITIONAL DUTIES.**

#### **A. Provides telephone and daily front counter assistance to the public.**

1. Answers questions and provides assistance with various documents specific to the department such as voter registrations, absentee ballots and ballot applications, provisional ballots, public service requests relating to requests for voter registration information ("PSR"), and election supplies.
2. Answers inquiries regarding departmental procedures personally or directs caller to an appropriate employee or office. Researches governing directives to answer questions and resolve routine problems encountered.
3. Takes information on reports of violations of state elections laws and directs them to authorized staff.

#### **B. Performs data entry.**

1. Enters data information onto and from various election-related documents.
2. Prepares and mails routine form letters of acknowledgment, notification, and inquiry.

#### **C. Maintains records and files.**

1. Organizes and maintains subject matter files and retrieves information, files, documents, and records as needed and assures that records are kept orderly and current.
2. Copies and faxes documents as necessary.

**D.** Assists at early voter polling sites as needed.

**E.** Performs other related duties as assigned.

### **IV. QUALIFICATIONS.**

**A. Education.** High school diploma or general education degree (GED).

**B. Experience.** One year of specialized experience or advanced education relevant to election procedures or two years of advanced and responsible administrative or responsible customer service.

**C. Education/Experience substitution.** In accordance with County policy.

**D. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass a background check; Bilingual (English/Spanish) skills preferred.

#### **1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Knowledge of general office practices and procedures and use of office equipment; laws and changes dealing with election documents and records; local, state, and federal codes and regulations pertaining to the department assigned; proper methods to maintain accurate records.

Ability to read and comprehend simple instructions, short correspondence and memos, safety rules, operating and maintenance instructions. and procedure manuals. Ability to write simple

correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

Ability to evaluate facts or situations to determine appropriate action, to handle sensitive and confidential matters professionally and tactfully, to deal with a culturally diverse population, and to establish and maintain effective and cooperative working relationships with others.

Skill in keyboarding supplemented by knowledge of standardized word processing software and peripheral equipment in order to create, copy, edit (make insertions or deletions or move material from one place to another), store, retrieve and print a variety of standardized documents using predetermined formats, form letters, and mailing lists. The work performed also includes the receipt or transmission of electronic mail and updating of electronic calendars.

**2. FREEDOM TO ACT.**

Recurring assignments are performed independently without specific instructions. Deviations, problems, and unfamiliar situations are referred to the Staff Coordinator for decision or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures.

**3. GUIDELINES AND JUDGMENT.**

Specific, detailed guidelines covering all important aspects of the assignment are provided. The position works in strict adherence to the guidelines. Deviations must be authorized by the supervisor.

**4. PHYSICAL DEMANDS.**

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items. Keyboarding and mousing are required during the majority of the entire shift. Must be able to reliably and consistently move between work-related sites within the County.

**5. WORK ENVIRONMENT.**

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

**6. SUPERVISORY RESPONSIBILITY.**

The position is responsible for its own work. May perform limited lead worker responsibilities as assigned to train and guide entry-level new hires on processes.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*

