

Position Summary

The Democratic Deputy Registrars of Voters plays a crucial role in supporting the Democratic Registrar of Voters by assisting with the administration of elections and maintaining voter registration records. This position is defined by state statutes. They perform duties at the direction of the Registrar and in certain circumstances, assumes the responsibilities of Registrar.

Key Responsibilities

- **Assisting the Registrar:** Support the Registrar in all aspects of voter registration and election administration.
- **Acting in Absence:** In the absence, incapacity, or vacancy of the Registrar, the Deputy assumes the Registrar's duties, including appointing a new Deputy.
- **Voter Registration Management:** Help manage voter registration records, ensuring they are current and accurate. This includes processing applications and maintaining both paper and electronic records.
- **Conducting Canvasses:** Participate in annual canvasses to verify voter information and update records accordingly.
- **Election Preparation and Execution:** Assist in organizing and conducting elections, including setting up polling places, training poll workers, and ensuring compliance with election laws.
- **Equipment and Supplies Management:** Oversee the maintenance and preparation of election equipment and supplies, ensuring they are ready for use on Election Day.
- **Compliance with Training Requirements:** Engage in training programs as prescribed by the Secretary of the State to stay informed about election laws and procedures including New Haven County meetings, bi-annual conferences, and moderator's certification. Registrar's certification is optional for deputy.

Qualifications

- **Elector Status:** Must be an elector of the municipality in which appointed.
- **Party Affiliation:** Must be an enrolled member of the same political party as the Registrar at the time of appointment and during the six months immediately preceding the appointment.
- **Experience in Microsoft Word, Microsoft Excel, automated data systems, and email systems.**

Hours

- Part-time
- Hours vary according to election activity or Secretary of State mandates.
- Appointee is required to work outside "normal business hours" during election periods.

Compensation

- Compensation is determined according to duties performed during the pre-election, election and post-election cycle and will be specified by the Registrar.

Please submit resume to kblinstrubas@townofprospect.org.