



## **REGISTRAR**

### **Nature of Work:**

The Registrar is the supervisor of the voter registration process, the appointed municipal official who has the exclusive power to determine voter eligibility and maintain the Central Voter Registration system (CVR), according to the law and rules. Registrar also means any Deputy Registrar(s) appointed to perform all duties of the Registrar. This position requires thoroughness, accuracy and the ability to work independently.

The Registrar supervises the Deputy Registrar if there is one and reports to the Board of Selectmen.

The Registrar is appointed in writing by the Board of Selectmen by January 1<sup>st</sup> of each odd numbered year and remains in office for two years and until a successor is appointed and sworn. The Clerk may serve as Registrar or Deputy Registrar. However, these are separate offices, and the term of the clerk has no effect on the term of the Registrar.

### **Essential Duties and Responsibilities:**

- Determining voter eligibility; reviewing each application and deciding whether the applicant meets the registration qualifications.
- Processing new applications for registration and enrollment by mail and in person and entering voter information into the CVR as soon as the applicant qualifies.
- Processing changes of voter name or address and changes of withdrawals in enrollment as soon as possible after receipt of information.
- Preparing and maintaining the voter list and files keeping the CVR system current at all times; keeping a voter registration file containing all voter registration documents for active and inactive voters; and conducting systematic purges at least every three years (unless the State conducts a statewide purge centrally during any five year period).
- Providing accurate reports and data from the CVR system upon request and as allowed by statute and providing public access to all public records.
- Certifying the registration status of signers of various petitions.
- Certifying new voters by checking residency and logging information into the CVR.
- Attending a training session on voter registration that is approved by the Secretary of State at least once every two years.
- Attending the official biennial municipal caucus (each even numbered year) for each qualified party one-half hour before the caucus begins for the purpose of registering voters.
- Upon request assisting a voter with disabilities in completing the Alternative Registration Signature Statement; visiting the voter upon request and with reasonable notice if he/she is unable to appear at the Registrar's office.

Note: Any task associated with the above mentioned responsibilities may be delegated to a subordinate as allowed by law; however, the responsibility for the proper performance of these duties remains with this position.

### **Requirements of Work:**

- Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of the office of the Registrar.
- Proficiency in the use of the CVR system and modern office equipment and procedures necessary for maintaining accurate voter information.
- Thorough knowledge of the Right to Know laws.

Ability to establish and maintain effective working relationships with other town officials, employees and the general public.  
Ability to organize, assign and review work of deputies and clerical staff.  
Ability to organize and maintain records and prepare reports.  
Ability to exercise discretion, tact, and diplomacy at all times.  
Ability to manage job related stress.

**Training and Experience Required:**

Graduation from an accredited high school. Experience and/or training in customer service skills and basic office management or any equivalent combination of experience and training.

**Necessary Special Requirements:**

- Must be 18 years of age.
- Must be a resident of the State of Maine.
- Must be a citizen of the United States.
- May not hold or be a candidate for any state, county or local office.
- May not be an officer of a municipal, county or state party committee.
- May not serve during the period of a family member's candidacy for a state, county, or local office in the electoral division in which the registrar is appointed.

**ADOPTED: August 5, 2009**

**TAFT**