



Job Opportunity

Assistant Registrar (Democrat)

*Special Requirements pursuant to CGS Chapter 146 Section 9-192:
To be considered for this position you must be a
Town of Darien resident and a registered Democrat
for at least six (6) months preceding appointment to the position.*

Location: Town Hall, 2 Renshaw Road, Darien, CT

Hours: Part-time, 19.5 hours/week, Mon. – Thurs., approx. 8 a.m. to 1 p.m.
(There is some flexibility in the work schedule. Additional hours are required on and around Election Days.)

Compensation: \$16.50 to \$19.00 per hour
(Eligible for paid sick leave.)

Closing Date: November 1, 2021

Distinguishing Characteristics:

Accountable for registering Town of Darien eligible residents to vote in person, by mail, or through online methods; maintaining, certifying, and purging Town of Darien voter records through continuing contact through written correspondence, online and telephone communication, and personal contact with the voters of the Town of Darien.

Supervision Received: Works under the general supervision of the Registrar of his/her party, but must be willing to assist other office staff, when needed, because of the collaborative nature of the voter registration process and election preparedness.

Supervision Exercised: May supervise volunteer or paid election workers.

Examples of Essential Duties:

Duties entail review and comprehension of the changing CT election laws and best practices that affect elections and the voter registration process. Duties per CT General Statutes and Regulations, and CT Secretary of the State's Office (SOTS) Best Practices:

- Processes and adds new voters through voter registration applications received by the Registrar of Voters (ROV) Office either in person, by mail, through the DMV, or online;
- Verifies license or other form of identification and makes sure all information is filled out and complete;
- Generates confirmation of voter registration acceptance to new voters in person or by mail;
- Assists all voters and Town residents who appear in person in the Registrars' Office;

- Assists in preparing invoices, memorandums, and reports;
- Assists the Registrar(s) in preparing the voting locations and the voting equipment for all the district polling locations;
- Changes voter status per voter request, DMV, duplicate voter, party affiliations, move within towns pursuant to General Statutes §9-192;
- Collects, collates, and compiles relevant voter data from various internal and external resources and provides the data in a concise format to the requesting parties;
- Files voter registration cards in alphabetical order and keeps all hard copy files and relevant documents safe and retrieves them as needed;
- Keeps the Darien voter database current; which includes entering new voter information, voter changes, and voter removals into the CT voter registration database;
- Prepares voter reports for the Democratic Town Committee (DTC) and Republican Town Committee (RTC) leaders and members;
- Provides administrative support to the Registrar(s) as needed;
- Provides assistance to all voters and polling staff over the phone and in person on Election Day;
- Tabulates figures and generates reports for use by the Registrar(s);
- Removes voters per voter cancellation, when voter moves outside of Darien, DMV, duplicate voter, death, or felony conviction;
- Reviews the CT voter database reminder list for removals;
- Notifies other states' election officials when their voter registers to vote in Darien;
- Supports and represents the respective Registrar when required;
- Conducts statewide annual canvass of voters and moves voters to inactive status or removes voters, where applicable;
- Assists in poll worker recruitment and training preparation;
- Takes part in all state-mandated administrative and financial audits and studies, and assists the Registrar(s) in preparing associated reports; and
- Performs related duties as required.

Minimum Qualifications:

- Resident of the Town of Darien and registered Democrat for at least six (6) months preceding appointment to the position;
- High school diploma or GED, Associate's degree preferred;
- One year of paid, full-time or equivalent part-time office experience;
- Considerable computer literacy including proficiency using Microsoft Excel, Word and Outlook; and ability to learn and utilize the secure CT voter registration database, on-line training, and security access programs;
- Knowledge of grammar, spelling, punctuation;
- Knowledge of modern office practices, procedures, equipment, and standard clerical techniques;
- Ability to prioritize and multi-task;
- Strong oral and written communication skills;
- Basic skills in performing arithmetic computations;
- Interpersonal skills and previous experience interfacing with the public;
- Ability to work in a team environment;
- Ability to read, understand and apply a variety of laws, regulations and ordinances;
- Ability to follow oral and written instructions; and
- Required to possess and retain a valid Motor Vehicle Operator's license.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference “Assistant Registrar” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Typed Town of Darien [Employment Application](#); and
3. Resume.

The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.

Posted 10-05-2021