



Job Title: Voter Registrar

Location: Town of Rumford

Department: Elections/Voter Registration

Reports To: Director of Elections / County Clerk / Registrar Supervisor

Job Type: Part-Time

Salary Range: \$17.00 to \$18.00

Job Summary:

The Voter Registrar is responsible for managing and maintaining accurate voter registration records in compliance with federal, state, and local election laws. This role plays a critical part in ensuring the integrity of the electoral process by registering eligible voters, updating voter rolls, and assisting the public with voting-related inquiries.

Key Responsibilities:

- Process new voter registration applications and verify eligibility
- Maintain and update voter registration records (name, address, party affiliation, etc.)
- Assist voters in completing registration forms and resolving registration issues
- Coordinate with local, state, and federal agencies to ensure accurate voter roll data
- Conduct outreach and education initiatives to promote voter registration and participation
- Respond to public inquiries about voter registration status, deadlines, and procedures
- Prepare and distribute voter registration materials and reports as required
- Ensure compliance with election laws, confidentiality regulations, and recordkeeping standards
- Provide support during elections, including verifying voter eligibility and assisting with early voting logistics
- Collaborate with election officials, poll workers, and community organizations

Qualifications:

- High school diploma or GED required; associate's or bachelor's degree preferred
- Experience in elections, public administration, or a related field is a plus
- Knowledge of voter registration laws and election procedures preferred
- Strong organizational skills and attention to detail
- Excellent communication and customer service skills
- Ability to handle sensitive information with confidentiality and professionalism
- Comfortable using databases, spreadsheets, and office software
- Ability to work extended hours during election cycles

Working Conditions:

- Office environment with periods of high volume during election seasons
- Occasional travel for outreach events or training
- May require evening or weekend hours during peak election periods

Equal Opportunity Employer Statement:

Town of Rumford is an Equal Opportunity Employer and encourages applications from individuals of all backgrounds and experiences.