



Board of Elections

BOARD OF ELECTIONS (TERRITORIAL)

JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT POSITION (FULL-TIME)

Position Description: Assigned to work directly with the Board of Elections To provide overall administrative and management functions, as it relates to the Elections System. This position requires a high level of Administrative duties and responsibilities such as being able to identify, analyze and develop administrative policies and procedures. Must be able to collect analyze and compare data trends. Must prepare reports to include observations, conclusion, and recommendations.

Qualifications: Graduate with a four-year degree in Political Science, Public or Business Administration.

- Minimum of four (4) years administrative experience.
- Technological background with proficiency in Microsoft Office, Munis, etc.
- Assist in the preparation of regular schedule reports.
- Discreetly handles confidential correspondences, messages, and spreadsheets.
- Process, compute, and maintain stipends, reimbursements, and travel payments for Board Members.
- Coordinate and implement Board Meetings, Town Hall Meetings, Working Sessions, Election Day Officials Training Meetings. Special projects such as preparing agendas, press releases and correspondences and outreach programs.
- Handle multiple projects.
- Must be a registered voter.
- Become intimately familiar with Title 18 of the Virgin Islands Code.
- Must have excellent written and verbal skills to provide information by answering questions and requests.
- To be able to provide demonstration of the voting machine.
- Drive a fifteen (15) passenger vehicle & must have a valid U.S. Virgin Islands Driver's License.
- Lift a minimum of 50 lbs. or more.
- Must be able to travel (inter-islands and stateside).

ST. CROIX

P.O. Box 1499

KINGSHILL, ST. CROIX

VI 00851-1499

PHONE: (340) 773-1021

FAX: (340) 773-4523

PHYSICAL ADDRESS:

SUNNY ISLE ANNEX

UNIT 4, 93A

ST. CROIX, VI 00820

ST. THOMAS

P.O. Box 6038

ST. THOMAS, VI 00804

PHONE: (340) 774-3107

FAX: (340) 776-2391

PHYSICAL ADDRESS:

9200 LOCKHART GARDEN

SHOPPING CENTER

CHARLOTTE AMALIE

ST. THOMAS, VI 00801

ST. JOHN

P.O. Box 6038

ST. THOMAS, VI 00801

PHONE: (340) 776-6535

FAX: (340) 776-2391

PHYSICAL ADDRESS:

THE BATTERY

ST. JOHN, VI

TDD TOLL FREE:

1-877-773-1021

WEBSITE:

www.vivote.gov

EMAIL:

electionsys@unitedstates.vi

unitedstates.vi



Please Note: All submitted resumes and other documents must be in sealed envelopes and forwarded to the following repository address:

ST. CROIX DISTRICT

**Ms. Lydia Hendricks
Personnel Committee Chairperson
P.O. Box 1499
Kingshill, Virgin Islands 00851
Email: (lhendricks001@hotmail.com)**

OR

ST. THOMAS/ST. JOHN DISTRICT

**Ms. Lydia Hendricks
Personnel Committee Chairperson
P.O. Box 6038
St. Thomas, Virgin Islands 00804
Email: (lhendricks001@hotmail.com)**

DEADLINE: All resume must be received by Friday, October 29, 2021 4:00 pm