Elections System of the Virgin Islands

Advertisement of a Temporary Contract Clerical Assistant

Elections Systems Office in St. John

Period of Advertisement - June 19, 2020 – July 19, 2020

Salary Range: $25,000 - $30,000

SUBMIT YOUR APPLICATIONS TO THE FOLLOWING ADDRESSES BY:

JULY 19, 2020 - by 5:00 p.m.

Ms. Kevermay Douglas

P.O. Box 6038

Charlotte Amalie, St. Thomas 00804

Email: kevermay.douglas@vi.gov

Elections System of the Virgin Islands

Temporary Contract Clerical Assistant – St. John Elections Office

The Elections System of the Virgin Islands is searching for a professional Clerical Assistant to oversee all administrative and clerical duties in the St. John Elections System Office. If you are a detail-oriented professional with proven clerical experience, we would like to recruit you. In this position, you will play an important part in assuring our organizations daily office operations run smoothly.

**Contract Timeline: July 27, 2020 – December 31, 2020**

**DEFINITION:**

Under direct supervision of a higher-level official this is standard office work within the

Elections System of the Virgin Islands.

Work is performed in accordance with Title 18, Virgin Islands Code, where established

internal procedures are reviewed for accuracy by spot checking for compliance with

agency policies and regulations.

Work is performed within the framework of existing policies, laws, rules and regulations

of the Elections System; however, an employee is expected to use acquired training and

experience in exercising initiative and good judgement. General supervision is received

from a higher level official and/or the Deputy Supervisor of Elections

Your duties will include answering telephones, clerical duties, registration of voters, assist in election preparation and execution, and maintaining files. To succeed in this role, you must be

a reliable and self-motivated professional with excellent organizational skills. Our ideal candidate will also be familiar with basic office administration processes.

**Duties (Not all Inclusive):**

* Answer the telephone, distribute messages to the appropriate person
* Maintain Elections System files and records to ensure they remain updated
* Process Requisitions and Invoices in the MUNIS System
* Help with office management and organization processes.
* Track inventory of office supplies and inform the management about any shortages.
* Plans and coordinates voter registration through outreach programs and other agencies efforts
* Prepares summary information regarding type and sources of voter registrations; and ensures currency of voter registrations.
* Provides information regarding election laws; assists in conducting elections
* Other duties as assigned

 **Requirements:**

* High school diploma or equivalent qualification.
* A minimum of 2 years’ experience in a clerical position.
* Strong knowledge of office procedures and basic administrative skills

Proficiency with MS Office Suite (Word, Excel, Powerpoint, etc).

* Outstanding communication, interpersonal and organizational skills.
* Must be a fast typist with excellent multi-tasking abilities.
* Excellent customer service acumen
* Attention to detail, solid organization and multi-tasking abilities
* Maturity, integrity and willingness to learn
* Ability to travel
* Ability to work in the St. Thomas Elections Office

**FACTOR-1- KNOWLEDGE REQUIRED BY THE POSITION:**

Knowledge of office procedures and practices.

Knowledge of Virgin Islands and federal laws, codes and regulations relative to elections

and registration of voters.

Ability to read, understand, explain and apply basic provisions of various sections of the

Virgin Islands and federal laws, codes and regulations pertained to elections and

registration of voters.

Ability to communicate effectively in writing and orally.

Ability to review and compare documents for completeness, accuracy and for

authenticity.

**FACTOR-2- SUPERVISORY CONTROLS:**

Work is assigned via oral and written communication, which tend to be detailed in nature

However, as the employee becomes familiar with routine duties involved instruction

becomes more general, with detail instructions only required for new, difficult or unusual

aspects of the work.

**FACTOR-3- GUIDELINES:**

Guidelines consist of Title 18, Virgin Islands Code, agency rules and regulations,

procedures and policies, which are detailed and specific. Some portions can be

memorized, but the ability to reference in a designated context is required.

**FACTOR-4- COMPLEXITY:**

Work comprising registration of electors requires the ability to determine the authenticity

of documents required for registration pursuant to Title 18, Virgin Islands Code. Good

sound judgement must be exercised to minimize fraud.

**FACTOR-5- SCOPE AND EFFECT:**

The purpose of the work is to establish, update, maintain voting registers and to ensure

free and safe elections in the Virgin Islands. This work contributes to the efficiency of

daily operations of the Elections Office and the effectiveness of elections.

**FACTOR-6- PERSONAL CONTACTS:**

Contacts are with co-workers, officials of other departments and agencies, and members

of the general public, election boards and election officers.

**FACTOR-7- PURPOSE OF CONTACTS:**

The personal contacts involve an exchange of information, processing voter registrations,

routing calls and setting up polling places.

**FACTOR-8- PHYSICAL DEMANDS:**

Work is mostly sedentary; however, some walking, bending and lifting are required.

**FACTOR-9- WORK ENVIRONMENT:**

The work is mostly performed in an office setting.

As of June 6, 2020