

**ELECTION REGISTRAR
ALLEGANY COUNTY BOARD OF ELECTIONS**
**Advertisement of this position is for the purpose of filling a current opening
with possibility of establishing an eligibility list for future openings.**

SUMMARY

The position of Election Registrar specializes in technical, administrative, or clerical services in a local election office. Employees apply election laws, regulations, policies and procedures to perform duties in the election office such as: voter registration, polling places, election equipment, election judges, absentee voting, and voter outreach. Employees perform a variety of complex and non-complex duties related to one or several programs that require a thorough knowledge of election laws, rules, policy, and procedures.

Employees receive supervision from Election Administrator or other designated administrative staff and are expected to exercise considerable tact, discretion, and judgment in all areas of work. Matters of confidentiality are given close attention by the supervisor. The work may require travel to schools, nursing homes, or other facilities to register voters, or provide related services. Employees may be required to work evenings and weekends, particularly prior to and following an election. The work may require travel throughout the State to exchange information regarding the election process and promote voter registration.

QUALIFICATIONS

Graduation from an accredited high school or possession of a high school equivalency certificate. Associate Degree in Business Technology or related field preferred. Five years of experience in general clerical work. Previous election experience preferred.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

SPECIAL REQUIREMENTS

Possession of a valid Driver's License. Eligibility for coverage under the County's motor vehicle insurance policy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of or ability to learn: State and Federal election law, regulations and policies and procedures; State primary and general election procedures for federal, state and municipal elections; election office policies and procedures. Skills in word processing, personal computer and other office equipment and related software applications; and maintaining accurate and detailed records. Ability to: remain organized while performing multiple functions or tasks; maintain workflow despite frequent interruptions and changing priorities; communicate effectively and tactfully and maintain confidentiality when communicating with the general public, State officials, candidates, election judges and co-workers; effectively instruct election judges; use independent judgment in applying and explaining election laws, rules and procedures; and to meet time sensitive deadlines and demands. Must have ability to work a 15- hour day during election periods.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.)

SALARY AND BENEFITS

This is a Classified position at Grade 104 with a salary range of \$41,133 to \$78,151 and a complete County benefits package including health and life insurance, paid leave, and pension. Detailed benefit information can be found on the Human Resources page of the Allegany County website at: <https://www.alleganygov.org/1842/Employee-Benefits-Resources>

NOTE: Appointment will be made in accordance with Registration and Election Laws of Maryland. Incumbent must be a registered voter in the State of Maryland and must not hold or be a candidate for any elective public or political party office or any other office created under the Constitution or laws of the State. A criminal history record investigation is required.

**Applications and Complete Job Description are available
in the Main Lobby at the address below or on the Web at:**

<http://alleganygov.org/Jobs.aspx>

(NO PHONE CALLS PLEASE)

**Applications are required and must be returned to:
Allegany County Office Complex
701 Kelly Road
Cumberland, MD 21502**

*****Mailed applications must be postmarked no later than March 13, 2026*****

DEADLINE FOR APPLICATION IS FRIDAY, MARCH 13, 2026

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER