Town of Embden
Registrar of Voters
Job Description

Nature of work: For Description of Qualifications for Office and duties, see the Voter Registration and Elections Manual, including the applicable Maine Revised Statutes Annotated.

Supervision Received: This is an appointed position for a term of 2 years. A qualified Registrar will be appointed by the Board of Selectpersons, in writing, by January 1st of each odd numbered year, and a copy of said appointment forwarded to the appropriate state agency. The clerk may serve as the registrar; however, these are separate offices, and the term of the clerk (per state law) has no affect on the term of the registrar. The powers and duties of Registrar are predicated by the laws of the State of Maine.

Essential Duties and Responsibilities:
- Attends and provides a report at the regular scheduled Selectmen's meetings bi-monthly *(every two months minimum).*

Requirements of Work:
- Utilization of the Voter Registration & Elections Manual pertaining to Registrar of Voters.
- Utilization of the Town Meeting and Elections Manual pertaining to Registrar of Voters.
- Utilization of Maine Law on Elections Title 21-A and 30-A.

A copy of each document is available at the Town Office or on line at:
http://www.memun.org/members/clerk/tmtg_manual/cpt/election_text.PDF

Training and Experience Required: Prospective appointees to this position must be qualified by education, training or experience. Appointee must meet the state requirements for Registrar training and attendance, as listed in the Voter Registration and Elections Manual, and all applicable sections of Title 21-A of the Maine Revised Statutes

The Town of Embden considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.