

**RESUMES BEING ACCEPTED  
REGISTRAR OF VOTERS  
ST. MARY PARISH, LOUISIANA**

The St. Mary Parish Council is accepting resumes from interested persons for the position of St. Mary Parish Registrar of Voters. This highly responsible and very important position is filled by appointment by the Council and is subject to the direction of the Commissioner of Elections of the State of Louisiana.

The Registrar is responsible for, among other things, the registration of voters in St. Mary Parish, the administration and enforcement of the laws, rules, and regulations of the Commissioner relating to voter registration, the participation of the State Voter Registration Computer System, the conducting of absentee voting within the parish, the certification of signatures on a petition pursuant to any provision of the constitution or laws of this state, and the management and oversight of the employees of the Registrar's Office. Each applicant to fill the Office of Registrar of Voters shall be a registered voter. If appointed to fill the Office of Registrar of Voters, the applicant shall become a resident and registered voter of the parish in which he/she is to perform his/her duties prior to taking the oath of office. The registrar shall remain a resident and qualified voter of the parish in which he/she is to perform his/her duties.

In addition to that qualification, the registrar shall possess at least one of the following at the time of appointment:

- A baccalaureate degree from an accredited institution and two years of full time, professional work experience.
- An associate degree from an accredited institution and four years of full time, professional work experience.
- Seven years of full time, professional work experience.
- Five years of full time employment in a registrar's office in Louisiana.

For purposes of this Subsection, "professional work experience" means experience in an occupation which requires specialized and theoretical knowledge usually acquired through college training or through work experience and other training which provides comparable knowledge. Please be specific as to nature and relevance of any experience offered on resume.

Salary will be set in accordance with LSA-R.S. 18:55 et seq.

Resumes submitted shall adequately describe in detail the educational and occupational background of the applicant, particularly as it relates to the nature of the duties of the Registrar of Voters, and shall list at least three references.

It is anticipated that applications will be reviewed and screened with qualified applicants being invited for interviews. It is further anticipated that the St. Mary Parish Council will proceed to appoint a Registrar of Voters in accordance with LSA-R.S. 18:51 at the regular meeting of the Parish Council on Wednesday, December 14, 2022.

The St. Mary Parish Council is an Equal Employment Opportunity Employer.

Resumes will be accepted by hand delivery or by mail to the Clerk of the Council through 4:00 p.m., November 9, 2022, on the 5<sup>th</sup> Floor of the St. Mary Parish Courthouse located at 500 Main Street, Franklin, Louisiana. If mailed, resumes may be addressed as follows:

St. Mary Parish Clerk of the Council  
5<sup>th</sup> Floor Courthouse  
500 Main Street  
Franklin, LA 70538

Resumes received after 4:00 p.m., November 9, 2022 will not be considered.