

**APPENDIX G****COUNTY COORDINATOR RESPONSIBILITIES**

1. Coordinate voter registration services within the local office and the Agency State Coordinator.
2. Ensure that all Workers comply with the registration process.
3. Train designated alternates to assume coordinators duties in the absence of the coordinator.
4. Maintain an office log of registration procedures, supply locations, ordering procedures, contact people and phone numbers.
5. Maintain and secure an office voter registration “date” hand stamp.
6. Ensure that each application is “date” stamped the day it is received in their office.
7. Retain declination forms for 22 months.
8. Completed NVRA applications must be submitted to the Secretary of State’s Office every Friday. The applications must be submitted the next working day when the office is closed on Friday.
9. Maintain a log of all NVRA training completed by Workers. Coordinating with Supervisors and training staff as appropriate to ensure that Workers continue to receive NVRA refresher training every 6 months. Training may be completed by reviewing the Voter Registration Application Guide located on the Secretary of State’s website at:

<http://www.sos.wv.gov>

10. Complete the online Voter Registration Survey located on the Secretary of State’s website at:

<http://www.sos.wv.gov>

This survey must be submitted on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.

11. Maintain confidentiality of applicants.