

GILLESPIE COUNTY

Job Posting Announcement

Posting Date: 06.26.2023

Closing Date: Until filled

Position available: immediately



Department: Elections Office

Position/Class Title: Elections Clerk

Supervisor: County Clerk/Tax Assessor/Elections Administrator

Pay Grade: 12 (starting \$17.19/hour)

Employment Status: Non-Exempt

GENERAL DESCRIPTION:

The Elections Clerk supports the County Clerk, Tax Assessor and/or the Elections Administrator in the Elections Office. This position will process voter registrations and perform duties pertaining to the elections conducted by the Elections Office. Assignments are normally routine in nature and carried out in accordance with general work instructions and established office practices, procedures and precedents.

ESSENTIAL DUTIES:

Essential duties/functions, under the supervision of the County Clerk, Tax Assessor and/or the Elections Administrator may include, but are not limited to the following:

1. Process and perform duties pertaining to Voting by Mail.
2. Assist with preparation of voting and supply boxes for all elections conducted by the Elections Office.
3. Assist voters during voting.
4. Test and prepare voter assisting Hart Verity machines.
5. Process voter registration applications received in the office or by mail.
6. Maintain Gillespie County street index.
7. Respond to callers regarding voter registration and elections.
8. Assist in training volunteer deputies, judges and poll workers.
9. Assist County Clerk, Tax Assessor and/or the Elections Administrator in calibrating election machines; gathering supplies and equipment from polls; counting ballots and ensuring proper return of equipment.
10. Produce mass mailings and update addresses.
11. Process and update data in software program.
12. Respond to open records requests, process exemptions and generate reports.
13. Coordinate and maintain mail ballot requests as well as provisional and limited ballot letters.
14. Receive notice of possible felons, deaths and duplicates and analyze data for voter registration completion.
15. Review cancelled applications received from SOS and remove accordingly.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ideal candidate will have the ability to:

- Perform essential duties and functions of the position in the working conditions and schedules as described.
- Maintain confidentiality of records as required by law.
- Adapt to technological changes in the elections process and be open to learning the use of new equipment.
- Communicate effectively, both orally and in writing.
- Effectively use office equipment such as computer, copier, scanner and calculator.

- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- Remain calm and courteous during stressful situations.
- Function with minimal supervision, meet frequent deadlines and be detail oriented.
- React to change productively and to handle other tasks as may be assigned.
- Perform related duties/functions as may be required or as delegated.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent; be at least 18 years of age; must be a qualified voter of the State of Texas and must consent to and pass criminal background check. Bilingual preferred.

Application Information:

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return your completed application to:

Email to Jennifer Doss: jdoss@gillespiecounty.org

In Person: Gillespie County Courthouse Room B-102

Mail: Gillespie County, 101 W. Main Street, Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.