

## COUNTY OF GILLESPIE JOB DESCRIPTION



**Position/ Title:** Elections Clerk in the Elections Office

**Department:** Elections Office

**Pay Grade:** 12

**FLSA Category:** Non-Exempt

### GENERAL DESCRIPTION:

The Elections Clerk supports 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 Elections Administrator may include, but are not limited to the following:

- Process and perform duties pertaining to Voting by Mail.
- Assist with preparation of voting and supply boxes elections run by the Elections Office.
- Assist voters during voting.
- Test and prepare 'voter assisting' Hart Verity machines.
- Process voter registration applications received in the office or by mail.
- Maintain Gillespie County Street index.
- Respond to callers regarding voter registration and elections.
- Assist in training volunteer deputies, judges and poll workers.
- Assist County Clerk, and/or the Elections Administrator in calibrating election machines;
- Assist The Elections Administrator in gathering supplies and equipment from polls; counting ballots and ensuring proper return of equipment.
- Produce mass mailings and update addresses.
- Process and update data in software program.
- Respond to open records requests, process exemptions and generate reports.
- Coordinate and maintain ABBM requests as well as provisional and limited ballot letters.
- Receive notice of possible felons, deaths and duplicates and analyze data for voter registration completion.
- 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 as described.
- Maintain confidentiality of records as required by law.
- Adapt to technological changes in the elections process.
- Communicate effectively, both orally and in writing.
- Effectively use office equipment such as computer, copier, scanner and calculator.
- Establish 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

Normal work schedule is Monday through Friday, forty hours per week, with varying schedules possible on occasion. Overtime and/or unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. County employees are required to record their work hours properly and to submit time records promptly to their supervisor.

**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: [hr@gillespiecounty.org](mailto:hr@gillespiecounty.org)

In Person: Gillespie County Courthouse Room 102-B

Mail: Gillespie County, 101 W. Main St., 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.*

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

\_\_\_\_\_ Signature

\_\_\_\_\_

Date