



COUNTY OF GILLESPIE JOB DESCRIPTION

Part Time Elections Clerk For Elections Administrator Office

SALARY GRADE 6: Starting at \$11.67 – Hourly, Non-Exempt

DESCRIPTION OF POSITION:

The Part Time Elections Clerk provides support to the Elections Administrator. This position will assist with processing voter registrations as well as perform duties pertaining to the elections conducted by the Election Administrator's 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 / FUNCTIONS:

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 preparing voting boxes and supply boxes for all elections conducted by the Elections Administrator's Office.
- Assist voters during voting.
- Assist with testing and preparing Hart voting equipment.
- Assist with processing voter registration applications received in the office or by mail.
- Respond to callers regarding voter registration and elections.
- Assist in training volunteer deputies, judges and poll workers.
- Assist Elections Administrator calibrating election equipment, gathering supplies and equipment from polls; counting ballots and ensuring proper return of equipment.
- Process and update data in software program.
- Assist in responding to open records requests, process exemptions and generate reports.
- Assist in coordinating and maintaining mail ballot requests.

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 technology 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 a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- React to change productively and handle other tasks as may be assigned.
- Proficiently use Texas Election Administration Management System and Vista SG.
- Perform related duties / functions as may be required or as delegated by the Elections Administrator.

MINIMUM REQUIREMENTS / QUALIFICATIONS

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

WORKING CONDITIONS and SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position will be in a Gillespie County facility which consists of a normal office environment with heat and air conditioning in a multi-person work area.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, fax, scanner, copier). There may also be lifting of election machines over 50 pounds and election boxes over 40 pounds. The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Part time personnel will work 29 hours per week Monday through Friday between the hours of 8:00 a.m. to 4:00 p.m. in a non election cycle. During the election cycles, extended hours and weekend hours will be required for various aspects of this position which may include voting days, election schools and travel to conferences. Must be able to work under extreme stress during election cycles. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

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

Signature _____

Date _____