



**COUNTY OF GILLESPIE
JOB DESCRIPTION**

**Temporary Elections Clerk
For Elections Administrator Office**

SALARY GRADE 5: Starting at \$10.97 – Hourly, Non-Exempt

DESCRIPTION OF POSITION:

The Temporary Elections Clerk provides support to the Elections Administrator. This position will process voter registrations and 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:

- Assist voters during voting.
- Assist preparing voting boxes and supply boxes for all elections conducted by the Elections Administrator's Office.
- Test and prepare voter assisting AutoMARK machines.
- Process and perform duties related to Voting by Mail.
- Process 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 in calibrating election machines; gathering supplies and equipment from polls; counting ballots and ensuring proper return of equipment.
- Process and update data in software program.
- Respond to open records requests, process exemptions and generate reports.
- Coordinate and maintain mail ballot 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.

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 to handle other tasks as may be assigned.
- Perform related duties / functions as may be required or as delegated by the Elections Administrator.

MINIMUM REQUIREMENTS / QUALIFICATIONS

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.

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: handwriting combination sheets, 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.

Normal work schedule is Monday through Friday, up to eight (8) hours per day, up to 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Except on Early Voting Tuesdays and Election Days the hours will be 7:00 a.m. to 7:00 p.m. During the election cycles, extended hours and Sunday hours will be required for various aspects of this position which may include voting days and election schools. Must be able to work under extreme stress during election cycles, including successive weeks of more than usual working hours in elections cycle.