



Elections Clerk For
Election Department

Position/ Title: Part Time Elections Clerk

Department: Elections

Starting Pay: \$18

FLSA Category: Non-Exempt

GENERAL DESCRIPTION:

The Part Time Elections Clerk provides support to the County Clerk, Tax Assessor and/or the Elections Administrator. This position will assist with processing voter registrations as well as perform duties pertaining to the elections conducted by the Election'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:

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:

- 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 Verity 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 County Clerk, Tax Assessor and/or the Elections Administrator in 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.

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 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 County Clerk, Tax Assessor and/or the Elections Administrator.

EDUCATION AND EXPERIENCE:

- 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.

ENVIRONMENTAL 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.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. 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, including successive weeks of more than usual working hours in elections cycle.

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

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 for the 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 _____

Name (Please print): _____