



San Augustine County Elections Office Job Opportunity

JOB TITLE: Elections Office Clerk
DEPARTMENT: Elections Administration
REPORTS TO: Elections Administrator
SALARY: \$15.00 Per Hour

GENERAL SUMMARY:

Under the direct supervision of the Elections Administrator, performs work related to all activities in the election and voter registration process. The election operations, include but are not limited to; voter registration, public education and outreach. Other responsibilities include the recruitment, training, and supervision of election judges and poll workers for all local, state, and federal elections, to ensure fair, efficient and secure elections consistent with the Texas Election Code and Federal regulations.

FUNDAMENTAL POSITION RESPONSIBILITIES AND DUTIES:

THOSE DUTIES SET FORTH IN ELECTIONS CODE 31.043, 31.044, AND 31.045 TO INCLUDE BUT NOT LIMITED TO:

- Answer telephone calls, greet and assist visitors and the public.
- Responds to public information request and review of information related to petitions.
- Assist in preparing and conducting trainings of election workers.
- Assist in the scanning of election archival records.
- Assist in preparation and conducting of elections, including lifting and carrying equipment, as well as assisting the poll workers in picking up and return of equipment and supplies.
- Assist in the back-up of data, processes of clearing and predefining, processing of election results and reports, and maintaining records in accordance to state laws.
- Assist in process and maintenance of accurate records for voter registration and data entry of ledgers.
- Study and obtain a working level of competency of the Texas Election Code and Secretary of State's regulations.
- Operates a variety of office equipment such as PC, calculator, copier, printers, scanner, and other related equipment, and assist in maintenance of election equipment.
- Cross-trains with Election Administrator in other areas to ensure continuity of departmental operations
- Other duties as assigned.

LICENSES AND CERTIFICATIONS

- Valid driver's license
- Must pass a background investigation
- Be able to obtain a bond if necessary
- Must have reliable transportation with insurance

REQUIRED SKILLS AND ABILITIES

- Excellent organizational skills
- Per TEC Chapter 31: Must be a qualified voter of the State and may not be a candidate for a public office or an office of a political party, hold public office, or hold an office of or a position in a political party.
- Must be able to perform duties in a non-partisan manner
- Must meet and abide by any and all requirements set forth in the Texas Election Code
- Must be able to exercise sound judgment and discretion in handling confidential records
- Ability to work under pressure and meet deadlines in stressful situations
- Requires ability to operate office machines such as telephone, computers, copiers, and scanners.

EDUCATION AND EXPERIENCE REQUIRED

- High School diploma or GED required.
- One to two years of office experience, or any combination of equivalent education and experience.
- Prior experience or training related to elections administration is preferred.
- Requires knowledge of principle and processes for providing customer services, including needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Requires knowledge of arithmetic including adding, subtracting, multiplication & division. Must be able to choose the right mathematical method or formula to solve a problem.
- Must be able to clearly communicate in English orally and written with others.
- Must be able to communicate effectively in writing and understand written information and ideas.
- Must be an active listener and give full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
- Must have the ability to concentrate on a task over a period of time without being distracted.
- Election experience, data entry experience and Spanish-speaking ability are not required but are a plus.

PHYSICAL DEMANDS AND ENVIRONMENTAL FACTORS

- Must pass a background investigation
- Position involves prolonged sitting or standing for sustained periods, visual examination of documents, reaching, walking, twisting, bending, standing.
- Must be able to lift or move objects (up to 50 lbs.), including, but not limited to election equipment, boxes, and stacks of records.
- Flexibility in work process is a must.
- Work is primarily indoors in an air-conditioned environment
- Travel between various locations across San Augustine County as required

SPECIAL CONDITIONS

IRREGULAR HOURS

- Work outside the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required
- Hours may vary and may include weekends, holidays, and evenings.
- No vacation time is permitted during elections season
- May be deemed essential personnel in the event of an emergency

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be a comprehensive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

San Augustine County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

All employment with San Augustine County shall be considered "at will" employment. No contract of employment shall exist between any individual and San Augustine County for any duration, either specified or unspecified.