

PALO PINTO COUNTY JOB DESCRIPTION

DEPARTMENT: ELECTION ADMINISTRATION

JOB TITLE: ASSISTANT ELECTIONS ADMINSTRATOR/VR

FLSA: NON-EXEMPT

Job Summary: Under general supervision, the Elections Administrator Assistant for the Elections Administration Department performs a variety of clerical, office and secretarial support services to the voter registration and election process for Palo Pinto County. The work involves interacting with the general public, bookkeeping, and acts as Elections Administrator during absences.

Essential Duties/Responsibilities:

- Reports directly to Elections Administrator
- Performs a variety of voter registration tasks following standard procedure.
- Processes new voter registration applications.
- Process Voter Registration in the Records Maintenance System.
- Maintains a street index of Palo Pinto County in order to properly precinct new voters and changes made to boundary lines.
- Updates current voter registration lists
- Process notices of examination.
- Updates computer records by entering data pertaining to jury summons, felony convictions, vital statistics and relocated voters.
- Assists in processing early voting applications.
- Assists in conducting elections, including assembling election judges' instruction packets and ballot boxes; contacts election judges and election workers; cleaning out voting devices and ballot boxes after the election; cleaning and organizing storage room and running errands during elections.
- Responds to inquiries regarding precincts and polling places.
- Conducts research of records regarding pending actions, duplication of records, and vital statistics.
- Assists with data entry to purge files.
- Maintains inventory on voter registration and election supplies.
- Assist Elections Administrator in ordering supplies for the office and elections.
- Answers telephones, prepares form letters and mass mailings, and copies and files documents.
- Sorts and files forms, reports, correspondence and related documents.
- Process, prepare and proofread documents such as forms, letters, reports and notices.
- Enters data into assigned computer system.
- Operates office machines including personal computer, photocopier, fax, calculator, and typewriter and adding machine.
- Picks up, sorts and delivers mail.
- Assures the services delivered meet quality and timeliness standards.
- Communicates all changes and problems to supervisor.
- Plan, prepare and set up for local, state and national elections.
- Process absentee mail ballot requests, print ballots and keep accurate records for all mail ballot voting.
- Test ballots - office and public tests.
- Prepare voting system equipment for voting and back up equipment after elections. Prepare voting system computer for tabulating election results and back up databases.
- Set up electronic poll books for elections.
- Communicate with poll workers regarding training, work schedule and polling place procedures.
- Compile and organize election records - temporary and permanent.
- Prepare and process mass mail-outs for voter registration.

Additional Duties/Responsibilities:

- Work as Early Voting clerk as needed.
- Attend the annual Secretary of State's Election Law Seminar in Austin
- Assist Elections Administrator as needed.

Education/Knowledge Requirements:

- Graduation from high school or general equivalency diploma
- Requires two years' experience of clerical or administrative work, preferably with a governmental entity. Business school, two years college attendance, or special training may be substituted.
- Must be a qualified voter of the State of Texas
- Must possess a valid Texas driver's license.
- Must be willing to have a Criminal History Check
- Must be able to pass Cyber Security Testing
- Must be proficient in Microsoft Excel
- May not be a candidate for public office or an office of a political party, hold a public office or hold an office of or position in a political party pursuant to the Election Code
- Thorough knowledge of County, State and Federal electoral laws, regulations, policies and procedures including but not limited to the Texas Election Code
- General office practices and procedures
- General knowledge of county government organization and services
- Record keeping and filing procedures.
- Perform computer processing and spreadsheet functions.
- Read and understand instructions.
- Analyze and interpret data.
- Proper public contact and telephone etiquette
- Spell and use correct grammar.
- Prioritize and schedule work to meet deadlines.
- Possess strong organizational skills.
- Communicate effectively orally and in writing in English with others.
- Spanish speaking ability is not required but is a plus.
- Work independently in the absence of specific instructions.
- Establish and maintain effective working relationships with County employees, various political party chairs and local entities, and the general public.
- Performs other related duties as required.

Physical Environmental Requirements:

- Maintain the ability to occasionally stand, stoop, reach, walk, kneel and bend during working hours possibly for long periods at a time.
- Push and pull objects.
- Consistently lift and carry up to 40 pounds.
- Climbing stepstool to store/get down items on high shelves.
- Occasional travel in all types of weather conditions
- Must be able to work some long, irregular and weekend hours during election preparation, early voting and election days.

- Must be able to handle a stress level of planning, coordinating and advising on work efforts trying to resolve operating problems.

DISCLAIMER:

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such a position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.