

Leon County Job Description

Job Title: Elections Administrator Assistant

Part time 29hrs

FLSA: Non-Exempt

Dept: Elections

EEO: Administrative Support

Reports To: Elections Administrator

Summary:

This position performs a variety of clerical duties; provides support for the office of the County Elections Administrator to assist voters in exercising their right to vote. The duties are assigned in accordance with the office procedures and the Texas Election code.

Essential Duties and Responsibilities:

- Plan, prepare and set up for local, state and national elections
- Communicate with poll workers regarding training, work schedule and polling place procedures
- Prepare voting system equipment for voting and back up equipment after elections; pack supplies for polling locations
- Set up electronic poll books for elections; supervise intake of equipment and supplies for elections
- Conduct deputy voter registrar training monthly
- Knowledge of Election law changes and procedures; review updates
- Process and scan voter registration applications daily using the Texas Election Administration Management (TEAM) database as backup to Deputy Voter Registrar;
- Record voting history for each election
- Address requests and complaints from the public; disseminate information to the public
- Answer telephone, direct calls and take messages
- Prepare purchase orders, order supplies and track deliveries

Additional Responsibilities:

- Work as an early voting clerk as needed
- Perform errands, including mail runs; open, sort and route incoming mail and answer correspondence
- Process, prepare and proofread documents such as ballots, forms, letters, reports and notices
- Maintain, update and enter new information on the election pages of the county website
- Assist in the mass mail out of new voter registration certificates and manage the returned certificates in odd numbered years
- Occasionally run errands for the office and drive to various polling locations
- Occasionally attend public hearings and poll worker training sessions
- Other duties as assigned within the scope of the department
- Regular attendance and timeliness are required

Minimum Requirements:

- High School Diploma or GED
- A valid Texas drivers' license

Experience and Skills:

- Proficient in Excel
- Requires (2) two years of experience in clerical and administrative work, preferably with a governmental entity; business school, two years college attendance or special training may be substituted
- Requires knowledge of principles and processes for providing customer service including, needs assessment, meeting quality standards for services and evaluations of customer satisfaction
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Requires knowledge of basic arithmetic including adding, subtracting, multiplication, division and fractions; must be able to choose the right mathematical method or formula to solve a problem
- Requires ability to use Microsoft office and outlook
- Requires ability to ask for assistance from appropriate sources for information to perform the duties
- Must have the ability to concentrate on a task over a period of time without being distracted
- Elections' experience, computer imputing experience and Spanish speaking ability are not required but a plus
- Basic math skills
- Operate office machines such as computers, copiers, scanners, fax machines and calculators

Physical Demands and Work Environment:

- This position is at the County Elections office. It has frequent contact with the public.
- While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. Specific vision required by this job includes both up close and distance vision. The employee is required to be able to stand or sit for long periods of time; The employee must be able to lift up to (15) fifteen pounds regularly.
- Additionally, equipment preparation and handling require lifting (35) thirty-five pounds. Equipment handling also requires handling batteries
- There is occasional travel to locations in the County in all types of weather conditions
- The noise level in the office is usually quiet, but varies
- The focus of the work may have to change on any given day as flexibility is required

Special Conditions:

- Must be a registered voter in the state of Texas
- Long hours will be required during early voting and Election day
- Taking time off during election cycles will not be permitted
- Current proof of insurance is needed as personal vehicle is required for travel for the job
- 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

This job description does not constitute an employment agreement between Leon County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Leon County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date