



**Department:** Elections

**Job Title:** Deputy Elections Clerk

**Reports to:** Elections Administrator

**FLSA Status:** Non-exempt/PT with possible conversion to Full Time

### **GENERAL SUMMARY:**

Train, participate, and perform activities in election administration and voter registration process to ensure fair, efficient, and secure elections consistent with the Texas Election Code, Administrative Code, and Federal regulations.

### **DUTIES and RESPOSIBILITIES:**

- Answer telephone calls, greet the public and assist visitors with voter registration and election information
- Assist in preparation and administration of elections, including lifting and carrying equipment, assisting poll workers in pick up and return of equipment
- Assist with preparation and training of election workers
- Study the Election Code for a working level of competency
- Train on the election equipment for functionality and help with equipment maintenance
- Cross-train in other areas and office equipment to ensure continuity of department operations
- Other duties as assigned

### **REQUIRED ABILITIES, CERTIFICATIONS, LICENSES, and SKILLS:**

- Ability to work under pressure and meet deadlines in stressful situations
- Ability and desire to learn and to perform all duties in a non-partisan manner
- Must have or be able to attain a valid driver's license and reliable transportation with insurance
- Must pass a background investigation as a bond is required and paid for by the county
- Must be a qualified voter of the State and may not hold a position with a political party or be a candidate for public office
- Must be well organized and have general knowledge of basic office equipment
- Must be able to exercise sound judgement and discretion in handling confidential records

### **SPECIAL CONDITIONS, EDUCATION, and EXPERIENCE:**

- You may be deemed essential personnel in the event of an emergency and required to work
- Hours may vary and will include overtime and may include weekends, holidays, and evenings including Saturdays and/or Sundays and no time off during the election season
- High School diploma or GED with 1-2 years office experience required
- Prior election training and/or data entry experience are not required but are a plus