EMPLOYMENT NOTICE

JOB TITLE: Elections Clerk
DEPARTMENT: Elections
LOCATION: 106 W Washington St, Burnet
SALARY: GROUP 58 ($14.04 - $18.28)

GENERAL DESCRIPTION:
This position performs a variety of clerical duties to provide support for the office of County Elections Administrator. The duties are assigned in accordance with office procedures and the Texas Election Code. This is a full time regular position.

REQUIRED EXPERIENCE AND SKILLS:
• High school diploma or GED required.
• 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.
• Requires knowledge of principles and processes for providing customer services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Requires knowledge of the structure and content of the English language including the meaning and spelling of words, and rules of composition.
• 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 Word and Outlook.
• Applicants selected for interview will be administered a Basic Computer Skills Test.

CERTIFICATE AND LICENSE REQUIREMENTS:
Required to be bondable.

EQUAL EMPLOYMENT OPPORTUNITY:
Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:
Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 a.m. and 5:00 p.m. at the Burnet County Courthouse, 220 S. Pierce Street, Burnet. Completed applications will be accepted at the Human Resources office, 133 E. Jackson, Burnet or by fax at (512) 715-5259 until May 15, 2020.
JOB DESCRIPTION

WORKING TITLE: ELECTIONS CLERK – VOTER REGISTRATION
DEPARTMENT: ELECTIONS
REPORTS TO: ELECTIONS ADMINISTRATOR
CLASSIFICATION: GR 58

GENERAL DESCRIPTION
This position performs a variety of clerical duties to provide support for the office of County Elections Administrator. The duties are assigned in accordance with office procedures and the Texas Election Code. This is a full time regular position.

ESSENTIAL DUTIES

- Enter voter registration and voter history information in the voter registration database.
- Ensure accurate jurisdictions are assigned to voters. Coordinate with the local political subdivisions on changes to their voter lists.
- Send address confirmation letters to voters and forward voter registration applications to other counties as needed.
- Scan and maintain voter documents in document storage database.
- Communicate with poll workers regarding their appointment, training, work schedule and polling place procedures.
- Plan, prepare and set up for local, state and national elections. Work Election Day.
- Conduct research on provisional ballots. Prepare information on provisional ballots for the early voting ballot board.
- Create, print and assemble paper voter registration lists if needed. Prepare electronic poll books for voting.
- Supervise intake of equipment and supplies on Election Night.
- Prepare voting system equipment for voting and back up equipment after elections.
- Prepare and pack supplies for polling locations.
- Communicate frequently via telephone, e-mail and in person with the general public, county personnel, candidates, elected officials, state officials, and representatives from political subdivisions.

ADDITIONAL RESPONSIBILITIES

- Attend the annual Secretary of State’s Election Law Seminar in Austin.
• In odd-numbered years, supervise the mass mail-out of new voter registration certificates and manage the returned certificates.
• Work as an Early Voting clerk as needed.
• Open, sort and route incoming mail.
• Fulfill public information requests.
• Process, prepare and proofread documents such as forms, letters, reports, and notices.
• Any other duties as assigned within the scope of the department.

MINIMUM REQUIREMENTS
• High school diploma or GED required.
• 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.
• Valid Texas driver’s license and valid Texas automobile insurance.
• Qualified Texas voter.
• Regular attendance is essential; must arrive at work on time, prepared to perform the required duties and work the required schedule.

OTHER EXPERIENCE AND SKILLS
• Requires ability to interpret and apply the Texas Election Code and applicable federal and state laws.
• Requires excellent skills in customer service including: conflict resolution, listening, leadership, and interpersonal, oral and written communication.
• Requires ability to work effectively with citizens, public officials, department, and county personnel and all others in a pleasant, professional matter.
• 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 Word and Outlook. Excel ability a plus.
• Requires ability to operate office machines such as telephones, computers, copiers, and scanners.
• Requires ability to maintain accurate and detailed records.
• These are not required but are a plus: elections/ voter registration experience, computer inputting experience, and Spanish speaking ability.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position has frequent contact with the public. It is a full time position with overtime required per needs of the department.

The noise level in the office is usually quiet, but varies. The position requires business attire be worn to work daily; some exceptions may apply. There is occasional travel to locations in the county and state in all types of weather conditions.

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 pounds regularly.
Additionally, voting equipment preparation and handling require lifting 50 lbs. to a height of 4’ frequently during election season. Equipment handling includes handling batteries.

Criminal background checks are performed for all new hires.