

## JOB OPPORTUNITY ANNOUNCEMENT

DATE: September 26, 2022      Expiration Date: Until filled

POSITION: Part Time Elections Clerk

DEPARTMENT: Elections Administration

SALARY: \$12.00/hr

### FUNDAMENTAL POSITION RESPONSIBILITIES AND DUTIES:

- > Must be able to assist the public and to deal calmly and effectively with their questions or problems when needed;
- > Must be able to assist the Elections Administrator with voter registrar related duties, assistance in administration of elections including the physical maintenance of election equipment, assistance in maintaining an up-to-date inventory of related materials/supplies and the recruitment/training of election workers.
- > Must be able to learn all aspects of the election office including election coding, input and maintenance of the voter registration databases, administration of early voting in person and early voting by mail, tabulation of election results and preparing final canvassing reports.
- > Must be able to assist with the development of the strategic plan to implement fair, honest and transparent elections.
- > Assist in preparation and closing of election equipment, including lifting and carrying equipment, assist poll workers in pick up and return of equipment, back up of data, processes of clearing and redefining, processing of election results and reports, maintain records.
- > Assist in preparation of maintenance of election equipment and maintain records of maintenance.
- > Perform various duties for the public testing, canvassing and election recounts. Assist in preparation of various voter lists, review of information related to petitions, and related duties.
- > Assist the Elections Administrator in preparation for training of election workers as requested, participate in training as needed.
- > Study and obtain a working level of competency of the Texas Election Code and Secretary of State's regulations associated with same.
- > Assist in the early voting and Election Day procedures in accordance with the Texas Election Code.
- > Answer and route telephone calls, and greet and assist visitors and the public.
- > Operate a variety of office equipment such as PC, calculator, copier, printers, scanner, and other related equipment, and assist in maintenance of election equipment.
- > Assist with the disbursement and receiving of election equipment prior to Election Day and on election night respectively.
- > Assist with performing duties relating to cleaning out and restocking election kits.

- > As needed, assist the Election Administrator in contacting Early Voting and Election Day Judges, Alternate Judges and clerks in the disbursement of instructions and information.
- > Other duties as requested of the Election Administrator.

#### 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 and division. Must be able to choose the right mathematical method or formula to solve a problem. Must be able to clearly communicate verbally in English with others. 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 be able to communicate effectively in writing and understand written information and ideas. Must have the ability to concentrate on a task over a period of time without being distracted. Election experience, computer inputting experience and Spanish speaking ability are not required but are a plus.

#### PHYSICAL DEMANDS:

- > Must be physically able to operate a variety of machinery and equipment. Individual is regularly required to sit or stand for sustained periods while performing job duties. Frequently required to lift or move objects of up to 50 pounds, including, but not limited to election equipment, boxes and stacks of records. Flexibility in work processes is a must.

#### SPECIAL CONDITIONS:

- > Hours may vary and may include weekends, holidays and evenings. No vacation time is permitted during election season.

To be considered you must complete an employment application in full and return to Upshur County Treasurer's Office. If you have completed an application in the last two years, you can notify the Upshur County Treasurer's Office to be considered for this position. Have your month and year of application filing date and your application will be pulled and put in the group to be considered. You must pass a pre-employment drug and alcohol test in order to be hired.

Upshur County is an equal opportunity / affirmative action employer.