



## Job Description: Elections Clerk



**Job Title:** Elections Clerk

**Department:** Elections Administration Department

**Supervisor:** Elections Administrator

**FLSA Status:** Non-Exempt

**Job Summary:** Under the direct supervision of the Elections Administrator, the Elections Clerk performs work related to all activities in the election and voter registration process. This position works with election judges, county elected officials, candidates, and the general public. The Elections Clerk provides knowledgeable, administrative support to the department by following established procedures, making definitive decisions, and by directing part-time/temporary personnel.

### **Essential Responsibilities/Duties:**

Perform task management in the SOS database system (TEAM) and maintain other voter registration records. Review and enter new voter information, voter changes including addresses, name, citizenship deceased and felony status. Obtain verifications as needed. Assist new voters with voter's applications and change of records, forward voter registration cards and other correspondence.

Interact with voters to update addressing and other issues, other agencies, and Secretary of State, as needed.

Maintain and update various voter assignment of precinct information, work directly with the 911 Addressing Department to update and maintain records for related street, and addressing voter records.

Assist in the 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 predefining, processing of election results and reports, and maintaining records.

Assist in the disbursement and receiving of election equipment prior to Election Day and on election night respectively.

Assist in the maintenance of election equipment and retaining records of maintenance.

Perform various duties for the public testing, canvassing and election recounts.

Assist in preparation of various voter lists.

Assist in early voting and Election Day procedures in accordance with the Texas Election Code.

Answer telephone calls, greet and assist visitors and the public. Operate a variety of office equipment such as PC, calculator, copier, printers, scanner, and other related equipment.

Other duties as assigned.

**Knowledge, Skills and Abilities (KSA's):**

- High School Diploma or GED required. Two to three years office experience required or any combination of equivalent education and experience. Prior experience or training related to elections administration is preferred.
- Strong computer, verbal and written communication skills, bilingual preferred; strong interpersonal skills and the ability to deal with the public, other employees and elected officials.
- Strong mathematical skills including adding, subtracting, multiplication and division; ability to choose right mathematical method or formula to solve a problem.
- Study and obtain a working level of competency of the Texas Election Code and Secretary of State's regulations associated with same.
- Attend and complete all assigned Election Training.
- Ability to spend extended time completing data entry.
- Ability to work long hours during elections which may include weekends, holidays, and evenings.
- Ability to operate various equipment including but not limited to:
  - Personal Computer
  - Calculator
  - Multi-lined telephone
  - Fax Machine
  - Photo Copier
- Ability to lift and carry at least 75 pounds; ability to sit or stand for extended periods of time.

**Certifications:** Notary Public Required

*Bee County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.*