

Job Description: DEPUTY CLERK

Class No. 423
Position No. 490-8701/8705
PAY GROUP: 12

Department: Election Office
EEOC CATEGORY: Administrative. Support
FLSA: Non-Exempt

SUMMARY OF POSITION

Performs various clerical and physical tasks for the Elections Administration Office for voter registration and Elections. Examples of possible duties would be voter registration input, maintenance of voter registration records, mail ballot input and processing, assisting in pre-election setup, maintenance and testing of election equipment and providing Early Voting and Election Day support.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the elections administrator. This is a non-supervisory position that has contact with the general public, employees and other officials in other county departments, political subdivisions within the county, representatives of political parties, and candidates for election.

EXAMPLES OF WORK

Essential Duties

- Compiles complex reports and correspondence, drawing from a variety of sources within and outside the department.
- Processes mail ballot applications.
- Assists with the preparation and distribution of election supplies.
- Receives and processes official voter registration/election related documents.
- Processes voter registration applications.
- Provides early voting and Election Day support.
- Assists public with various requests regarding voter registration and election matters;
- Answers phone and assists walk-ins on a daily basis;
- Operates computer, copier, fax, postage meter, and other office machines.
- Operates voting equipment and electronic poll books.
- Performs such other duties as may be assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

Position No. 423

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 50 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. May be required to work at alternate locations besides assigned office as needed. In the event travel other locations is required, reliable transportation is needed. Texas Driver's License and a good driving record is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Skills: Ability to learn and operate election voting system equipment; and standard office equipment, including computer with standard word processing and data inquiry software package; prepare reports in a systematic, neat, and legible manner; locate addresses on county precinct maps; perform mathematical calculations with or without mechanical assistance; establish and maintain effective working relationships with co-workers, the general public, and representatives of local, state, and federal governments; demonstrate proficiency in both oral and written communication; maintain appropriate necessary certifications; willing to work long hours and some weekends during elections; and able to work independently without supervision. Bilingual a plus.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from High School or a General Education Development (GED) certificate is required, plus at least one year of secretarial or clerical experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must also have good oral and written communication skills.

CERTIFICATES AND LICENSES REQUIRED

This employee must be bondable

COMMENTS

Guadalupe 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 both prospective employees and incumbents to discuss potential accommodations with the employer

**JOB DESCRIPTION FOR POSITION:
423-Elections Clerk**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.