



JOB TITLE:
Assistant Elections Administrator
DEPARTMENT:
Elections Administration
REPORTS TO:
Elections Administrator

Pay Grade: 13
FLSA STATUS: Non-exempt/PT
DATE: January 23, 2018

GENERAL SUMMARY:

Under the direct supervision of the Elections Administrator, 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. Responsibilities include, but are not limited to daily 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. The Assistant Elections Administrator is responsible for learning 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. The Assistant Elections Administrator also assists with the development of the strategic plan to implement fair, honest and transparent elections.

FUNDAMENTAL POSITION RESPONSIBILITIES AND DUTIES:

Perform task management in the SOS data base system (TEAM) and maintain other voter registration records. Enter new voter information, voter changes including addresses, name, citizenship and felony status. Assist voters with new applications and records of changes, forward voter registration cards and other correspondence.

Review voter information and forward letters of verification and other follow up correspondence, including change status of voter, deceased voters, moved out of county, deceased, felonies and others. Obtain verifications needed. Process changes of address and forward to voter registration cards, related letters and follow up, interact with voters to address 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 county Special Projects to update and maintain records for related street and addressing voter records. Coordinate with all County offices in the updating of all related voter information.

Provides guidance and assistance in training new staff.

Assist in process and maintenance of accurate records of Ballot by Mail and Federal Post Card applications and mailings for each election cycle.

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 predefining, 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.

Operates a variety of office equipment such as PC, calculator, copier, printers, scanner, and other related equipment, and assist in maintenance of election equipment.

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

Following the election oversees and performs duties related to cleaning out and restocking election kits.

As needed, assist the Elections Administrator in contacting Early Voting and Election Day Judges, Alternate Judges and clerks in the disbursement of instructions and information.

Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIRED

High School diploma or GED required. Requires. 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 & 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, also required to work Saturday and/or Sunday during extended Early Voting hours.

Signature/Date

Supervisor's Signature/Date