

June 23, 2026

## NOTICE OF JOB OPENING

OFFICE: Elections Administration  
JOB TITLE: Part Time Office Clerk for the Elections Administrator  
(10-20 hours per week)  
CLOSING DATE: July 15, 2026  
STARTING DATE: As early as July 20, 2026

### **JOB SUMMARY:**

Houston County is accepting applications for the position of Elections Clerk, to provide non-partisan customer service and clerical support to the Elections Administrator. Position requires the ability to multi-task and work independently in a fast-paced office, with the knowledge of the use of various computer systems, and be able to work with and maintain confidential information. Punctuality and attention to details is crucial. Work with the public and assist poll workers during elections and during election cycles extended, irregular and weekend hours are required. Must pass a background check.

**This position is administered by and responsible to the County Election Administrator.**

### **MINIMUM EDUCATION EXPERIENCE AND SKILLS:**

- **Education:** High School diploma or GED required. One to two years of office experience, or any combination of equivalent education and experience preferred.
- **Duties:** Will include but are not limited to: answer phones, maintain accurate filing system, make copies, process mail, assist in trainings and other duties as assigned. Must have a working knowledge of Word, Excel and Adobe PDF.
- **Communication:** Must be able to read and write in English. Election/Voter Registration experience, data base management and being bilingual (Spanish) is a plus but is not required. Must be able to read cursive handwriting and have clear and precise penmanship. Communicate clearly and be an active listener.

County Job Application is available in the County Treasurer's Office or online @ [www.co.houston.tx.us](http://www.co.houston.tx.us)

### **Submit completed application and current resume to:**

Houston County Elections Administration Office  
401 East Goliad Avenue  
Crockett, TX 75835

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