

August 29, 2024

NOTICE OF JOB OPENING

OFFICE: Elections Administration

JOB TITLE: Part Time Office Clerk for the Elections Administrator
(10-20 hours per week)

CLOSING DATE: September 30, 2024

STARTING DATE: As early as October 1, 2024

JOB SUMMARY:

Provide non-partisan customer service and clerical support to the Elections Administrator. Be able to work with and maintain confidential information. Work with the public and assist poll workers during elections. 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. Punctuality and attention to details is crucial. Must pass a background check.

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.
- **Computer:** Must have a working knowledge of Word, Excel and Adobe PDF
- **Communication:** Must be able to read and write in English. 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

Submit completed application and current resume to:

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

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