

**Llano County  
Employment Opportunity  
Elections Department  
Administrative Clerk – Part-time \$16.75/hr.**

The Llano County Elections Department is accepting applications for a part-time Administrative Clerk. This is a non-exempt position, under the direction of the Elections Administrator, to perform a variety of clerical and provide support to assist voters in exercising their right to vote. This position requires 20-25 hours per week.

Other requirements may include, but are not limited to; work as an early voting clerk, assist with biennial mass mail out, and answer/direct calls. Candidate must have ability to communicate effectively, operate computer and office equipment, and travel between work sites.

Job Location: Llano County Elections Department, 1447 E. St. Hwy 71 Ste. A, Llano, Texas 78643  
Job open: October 1, 2024 until filled

**Benefits include: Retirement**

**Back ground check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: [lisa.otto@co.llano.tx.us](mailto:lisa.otto@co.llano.tx.us).

For questions, please call the Llano County Elections Department @ 325-247-5425.

**Llano County is an Equal Opportunity Employer**

## **Llano County Job Description**

**Job Title: Administrative Clerk (Part-time 20-25 hours @ \$16.75/hr.) FLSA: Non-Exempt**

**Dept: Elections      EEO: 06 Administrative Support      Reports To: Elections Administrator**

### **Summary:**

This position performs a variety of clerical; provides support for the office of the County Elections Administrator to assist voters in exercising their right to vote. The duties are assigned in accordance with the office procedures and the Texas Election Code.

### **Essential Duties and Responsibilities:**

- Serves as point person for all things related to absentee ballots and requests for absentee ballots and FPCA/UOCAVA voters; make recommendations on the efficiency of the process
- Acquire and maintain a working knowledge of both state and Federal laws regarding absentee ballots and applications for absentee ballots/FPCA/UOCAVA and under the direction of the Elections Administrator assist with recordkeeping compliance within department, local and State regulations, including archival and document retention policies and procedures
- Scan and maintain the working data base for applicable records with storage software; make recommendations on the efficiency of the layout and process
- Acquire and maintain a working knowledge of Texas Election Code within the scope of your assigned duties and use it to preform those duties
- Process mail ballot applications for printing of labels within dedicated software
- Assist the Election Administrator Assistant with tasks related to local, state and national elections, including preparation of equipment, poll books and various other tasks
- Other duties as assigned within the scope of the department

### **Additional Duties:**

- Work as an early voting clerk as needed
- Process and proofread documents such as ballots, forms, letters, reports and notices
- Assist with biennial mass mail out of new voter registration certificates
- Answer phone calls, direct calls and take messages
- Pick up, sort and route incoming mail

### **Minimum Requirements:**

- High School Diploma or GED
- Valid Texas Drivers' License

### **Experience and Skills:**

- Requires the ability to communicate effectively in spoken and written English; Spanish language proficiency a plus but not required
- Knowledge of basic math, including adding, subtracting, multiplications and division
- Willingness to ask for assistance from appropriate sources of information to perform duties
- Prior Elections experience a plus
- Operate computer and office equipment with confidence

### **Organization Relationships**

- Reports directly to - Elections Administrator
- Direct Reports

### **Physical Demands and Work Environment:**

- Position involves frequent sitting, standing, walking, climbing, bending, heavy lifting, and operating equipment
- Must be able to lift up to (15) fifteen pounds regularly
- Position involves safely operating a motor vehicle
- Work is primarily indoors in an air-conditioned environment
- Regular travel between work sites as required, in all types of weather conditions
- Focus of work may have to change on any given day; flexibility required

### **Irregular Hours**

- Work outside of normal office hours (Monday – Friday 8 a.m. to 5 p.m.) may be required
- May be deemed essential personnel in the event of an emergency

### **Special Conditions:**

- Must be a registered voter in the state of Texas
- Current proof of insurance needed as personal vehicle may be used for travel for job
- May not be a candidate for public office or an office of a political party, hold public office or hold an office or position in a political party

### **Employment Testing**

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes

***This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.***

## **Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Llano County for the position of \_\_\_\_\_ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date