

JOB TITLE	Election Office Part-Time employee	JOB CLASSIFICATION	NON EXEMPT
DEPARTMENT	Elections	COMPENSATION	
SUPERVISOR	Elections Administrator	HOURS	29 hrs week
JOB SUMMARY	Assist Elections Administrator in many aspects if running elections and keeping Voters roll up-to-date		

ESSENTIAL DUTIES AND RESPONSIBILITIES

- > Field incoming calls to the Elections Department
- > Keep voter rolls up to date using TEAM
 - > Enter voter registration application into TEAM program
 - > Scan and store each application
 - > Mail out updated or new voter cards
 - > Process change of address
 - > Cancel moved or deceased voters
 - > Update felon information
 - > Issue letters for suspended and incomplete VR applications
- > Update jury wheel status
- > Update e-poll book software for laptops
- > Maintain and update street index for TEAM program
- > Determine voter eligibility during Early & Election Day Voting
- > Be able to work with a flexible schedule during election cycles
- > Logic and accuracy testing - Tabulator and IVotronics
- > Assist in training poll workers
- > Prepare election supplies for Early Voting and Election Day sites
- > Deliver, set up & retrieve voting machines
- > Process Ballots by Mail (BBM)
- > Program IVotronic voting machines

NOTE The duties listed above are intended only as illustrations of types of work that are required. The omission of specific statements of duties does not exclude them from the position.

MINIMUM JOB REQUIREMENTS

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| Education & Certifications | <ul style="list-style-type: none"> > Minimum of a high school diploma, secondary education or other training desired > Hold a valid Texas drivers license and have reliable transportation; If personal vehicle is used to deliver equipment or trouble shooting, reimbursement will be paid based on current county mileage rate. |
| Skills & Knowledge | <ul style="list-style-type: none"> > Must be at least 21 years old at time of application. > Must be able to operate personal computer, copier, fax, scanner & postage machine; email and voice mail systems. > Experience providing customer service to the general public. > Be able to speak and write English (Secondary language a plus). |
| Physical Demands | <p>Must be able to pass Background Check</p> <p>Must be able to pass employment exam and drug test; Lift 50 lbs;</p> |

EQUAL OPPORTUNITY EMPLOYER