

# JOB OPPORTUNITY ANNOUNCEMENT

**DEPARTMENT:** Voter Administration

**POSITION:** Deputy Clerk

**OPEN:** December 5, 2024

**CLOSE:** Until Filled

**TRAVEL:** 10%

## SUMMARY

Hunt County is seeking an Elections Deputy Clerk to assist in the process of Federal, State, and local elections pursuant to the Texas Election Code. Duties include preparing for elections; monitoring activities prior to, in preparation for and during Election Day; coordinating post-elections activities; serving as liaison with county, state federal, and private sector groups; assist the Absentee Elections Coordinator with ballots by mail, preparing and providing voter education, and performing various activities and projects as directed by the Elections Administrator.

## SUPERVISION RECEIVED

Works under the general supervision of the Election Administrator and/or the Chief Deputy Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(The following duties represent the principal job duties; however, they are not all-inclusive)*

- Process all incoming voter registrations (new voters and address changes)
- Process all incoming Statement of Residence Cards
- Mail letters relation to voting (exam notices, change of addresses, incomplete applications)
- Process death certificates from county clerk and cross reference with voter poll and jury wheel.
- Process Jury Summons Returns and cross reference with voter poll and jury wheel.
- Work the Task Summary of TEAM to keep up with voters and letters.
- Work the Instrument Batch of TEAM to make sure letters are being sent.
- Answer all questions by phone from the public regarding elections.
- Attend any necessary training classes by the Secretary of State when offered.
- Stay on top of election changes and election updates via email from SOS.
- Process changes in voter poll through the felon report given by the County Clerk/District Clerk monthly.
- When election is near, assist with set up at the early vote polling place(s).
- Assist with setting up Training classes for poll workers. Set up location, call workers to attend, host the class, and go over changes that apply. Answer Q & A by poll workers.
- Assist in programming voting equipment for early voting and Election Day. Make sure election media are set up correctly in the machine, and make sure that each machine is working properly and ready.
- Set up the materials for the poll workers to pick up for Election Day. Make sure each polling place will have all the supplies needed for the 12-hour day.
- Assist with programming pollbooks for polling locations.
- Maintain voting supplies.
- On Election Day, collect all the supplies, at the end of the day (7pm) from the poll workers. This includes the voting machine, the tapes form the machines, and all pizza box items.
- Assist candidates in their request with PIA's.
- Assist people from the public to process their Volunteer Deputy status.
- Other duties as assigned.

## EDUCATION and/or EXPERIENCE

Any combination of education and experience that would provide the qualifying knowledge skills and abilities to successfully perform in the position.

- Minimum Requirements: High School Diploma or GED certification
- Desired requirements: Some College Education; Election experience is preferred.
- **Bilingual English/Spanish language preferred**

## OTHER SKILLS AND ABILITIES

Microsoft Office Suite (i.e. email, Word, and Excel), and database programs; prepare clear and concise records, reports, correspondence, and other written materials; exercise independent judgement within general policy guidelines; establish and maintain effective relationships with those contacted in the course of work.

## PHYSICAL DEMAND

1. Ability to lift at least 35-40 lbs. Frequently required to lift or move objects, including, but not limited to election equipment, boxes, and stacks of records.
2. Individual is regularly required to sit or stand for sustained periods while performing job duties.
3. Flexibility in work processes is a must.

## SPECIAL CONDITIONS

May be required to work more than 40 hours during the workweek. Working on Saturday and Sunday and some holiday is mandatory to perform some functions in accordance with Texas Election Code provisions. Must have reliable transportation, as travel is necessary to perform essential functions of the job. May not be a candidate for public office or an office of a political party or hold a public office or a position in a political party. No vacation time is permitted during election season.

**To be considered, you must complete an employment application in full.  
Applications may be picked up on the second floor of the Courthouse, Rm 200.  
You will be called for an interview.**

**Hunt County is an equal opportunity employer**