

DEPUTY VOTER REGISTRAR – ADMINISTRATIVE ASSISTANT

Department: Elections
Supervisor: Elections Administrator
Pay Scale: \$21.70 – \$23.61

SUMMARY

Serves as Administrative Assistant and Deputy Voter Registrar. Is responsible for duties with the voter registration process and election office related administrative activities. Receives visitors and provides telephone support to callers and staff. This position will provide a pleasant customer service experience to election workers, county elected officials, city, school and district officials, candidates, and the public. Is responsible for the input and maintenance of all voter registration records into the database. Executes reports in database to produce voter list as well as public information request. Assist in Early Voting and Election Day procedures in accordance with the Texas Election Code. Studies and obtains a working level of competency of the Texas Election Code and Secretary of State's regulations associated with same.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answers telephone calls, greets and assists visitors and the public.
- Opens, sorts and distributes election mail.
- Assists with upkeep of office supply inventory and election supply inventory for all Early Voting and Election Day activities.
- Responds to public information request.
- Data entry and processing of voter registration applications.
- Maintenance of accurate records for voter registration.
- Responsible for Campaign Finance reporting from candidates and posting.
- Responsible for applications, training and testing for Volunteer Deputy Registrars.
- Provides clerical assistance for all ballot by mail procedures.
- Assist in preparing and conducting training of election workers.
- Assist in all aspects of preparation and conducting of elections.
- Cross-trains with all office staff to ensure continuity of departmental operations.
- Other duties as assigned.

REQUIRED SKILLS AND ABILITIES

- Excellent organizational skills.
- Per Texas Election Code, 31.000: Must be a qualified voter of the State and not be a candidate for a public office or an office of a political party, hold public office, or hold an office of or a position in a political party.
- **REQUIRES** the ability to attend and complete all assigned training.

- **REQUIRES** the ability to perform duties in a non-partisan manner.
- **REQUIRES** the ability to abide by any and all requirements set forth in the Texas Election Code.
- **REQUIRES** the ability to exercise sound judgement and discretion in handling confidential records.
- **REQUIRES** the ability to work under pressure and meet deadlines in stressful situations.
- **REQUIRES** an in-depth working knowledge of modern office practices, procedures, equipment and techniques.
- **REQUIRES** an in-depth working knowledge of keyboarding, word processing and spreadsheet software.

OTHER REQUIREMENTS AND EXPERIENCE

- Must possess a High School diploma or GED
- Must have a minimum of 3 years' responsible clerical work experience
- Must be able to clearly communicate in English, orally and written.
- Bilingual a plus
- Position involves prolonged sitting or standing for sustained periods, reaching, walking, twisting, bending, standing.
- Requires the ability to lift or move objects (up to 50 lbs.), including, but not limited to election equipment, boxes and stacks of records.
- Must have valid driver's license.
- Must pass background investigation.
- Must have reliable transportation with insurance.

SPECIAL CONDITIONS

IRREGULAR HOURS

- Work outside of normal office hours **WILL BE REQUIRED.**
- Hours will vary and may include weekends, holidays and evenings.
- No vacation time is permitted during elections season