

JOB OPENING NOTICE

JOB OPENING: Frio County is accepting applications for an Elections' Temporary Part-Time Clerk. Applications can be found on the Frio County website at <http://www.co.frio.tx.us/page/frio.Jobs.Openings> and must be submitted to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an "at will" and an equal opportunity employer.



Frio County Job Announcement

Temporary Part-Time Clerk

Location: Pearsall, TX

Department: Elections

Job Type: Temporary Part-Time/Non-Exempt

Pay Rate: \$15.00/HR

Posting Period: Open until filled

Frio County Job Notices and the Employment Application are available online at <https://www.co.frio.tx.us/page/jobs.home>. Applications must be submitted prior to the deadline indicated in the job posting. Submit all applications to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an "at will" and an equal opportunity employer.

GENERAL SUMMARY:

Under the direct supervision of the Elections Administrator or Executive Administrator Assistant, performs clerical support work related to all activities in the election and voter registration process. This position will perform duties pertaining to the elections conducted by the Elections' office. Assignments are normally routine in nature and carried out in accordance with general work instructions and established office practices, procedures and precedents.

ESSENTIAL DUTIES / FUNCTIONS:

- Process and perform duties pertaining to Voting by Mail.
- Assist preparing voting boxes and supply boxes for all elections conducted by the Elections Administrator's Office.
- Assist voters during voting.
- Process voter registration applications received in the office or by mail.
- Maintain the Frio County street index.
- Respond to callers regarding voter registration and elections.
- Assist in training volunteer deputies, judges and poll workers.
- Assist Elections Administrator in calibrating election machines; gathering supplies and equipment from polls; counting ballots and ensuring proper return of equipment.

- Produce mass mailings and update addresses.
- Process and update data in software program.
- Respond to open records requests, process exemptions and generate reports.
- Coordinate and maintain mail ballot requests as well as provisional and limited ballot letters.
- Receive notice of possible felons, deaths and duplicates and analyze data for voter registration completion.
- Review cancelled applications received from SOS and remove accordingly.

SKILLS AND ABILITIES:

- Perform essential duties and functions of the position in the working conditions and schedules as described.
- Maintain confidentiality of records as required by law.
- Adapt to technology changes in the elections process and be open to learning the use of new equipment.
- Communicate effectively, both orally and in writing.
- Effectively use office equipment such as computer, copier, scanner and calculator.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- Remain calm and courteous during stressful situations.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- React to change productively and to handle other tasks as may be assigned.
- Perform related duties / functions as may be required or as delegated by the Elections Administrator.

MINIMUM REQUIREMENTS & QUALIFICATIONS:

- High School Diploma or equivalent
- Be at least 18 years of age
- Must be a qualified voter of the State of Texas
- Bilingual preferred

WORKING CONDITIONS AND WORK SCHEDULE:

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position will be in a Frio County building which consists of a normal office environment with heat and air conditioning in a multi-person work area.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, fax, scanner, copier). There may also be lifting of election machines over 50 pounds and election boxes over 40 pounds. The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

The normal work schedule is Monday through Friday and working hours are limited to no more than 25 hours a work week. However, during the election season, hours may vary and may include weekends, holidays and evenings. No time off is permitted during the election period.

CONDITIONS OF EMPLOYMENT:

Must successfully complete a background investigation and a pre-employment drug screen.