

JOB OPENING NOTICE

JOB OPENING: Frio County is accepting applications for a full-time Elections' Executive Administrative Assistant. 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

Executive Administrative Assistant

Location: Pearsall, TX

Department: Elections

Job Type: Full-Time/Non-Exempt

Pay Rate: \$20.01/HR

Posting Period: Open until position filled

Frio County Job Notices and the Employment Application are available online at <http://www.co.frio.tx.us/page/frio.Jobs.Openings>. 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 Election Administrator, performs work related to all activities in the election and voter registration process. This position works with election judges, county elected officials, candidates and the general public. Responsibilities include, but are not limited to daily voter registrar related duties, assistance in administration of elections including the physical maintenance of election equipment, assistance in maintaining an up-to-date inventory of related materials/supplies and the recruitment/training of election workers. The Assistant Elections Administrator is responsible for learning all aspects of the election office including election coding, input and maintaining of the voter registration database, administration of early voting in person and early voting by mail, tabulation of election results and preparing final canvassing reports. The Assistant Elections Administrator also assists with the development of the strategic plan to implement fair, honest and transparent elections.

FUNDAMENTAL POSITION RESPONSIBILITIES AND DUTIES:

- Performs task management in the SOS date base system (TEAM) and maintain other voter registration records. Enter new voter information, voter changes including addresses, name, citizenship and felony status. Assist voter with new applications and records of changes, forward voter registration cards and other correspondence.
- Review voter information and forward letters of verification and other follow up correspondence, including change status of voter, deceased voter, moved out of the county, deceased, felonies and others. Obtain verifications needed.

- Process changes of address and forward to voter registration cards, related letters and follow up, interact with voters to address addressing and other issues, other agencies and Secretary of State as needed.
- Maintain and update various voter assignment of precinct information, work directly with the county Emergency Management/911 addressing to update and maintain records for related street and addressing voter records.
- Coordinate with all County offices in the updating of all related voter information. Provides guidance and assistance in training new staff.
- Assist in process and maintenance of accurate records of Ballot by Mail and Federal Post Card applications and mailing for each election cycle.
- Assist in preparation and closing of election equipment, including lifting and carrying equipment, assist poll workers in picking up and return of equipment, back up of data, processes of clearing and predefining, processing of election results and reports, maintain records.
- Assist in preparation of maintenance of election equipment and maintain records of maintenance.
- Perform various duties for the public testing, canvassing and election recounts.
- Assist in preparation of various voter lists, review of information related to petitions, and related duties.
- Assist the Election Administrator in preparation of training of election workers as requested, participate in training as needed.
- Study and obtain a working level of competency of the Texas Election Code and Secretary of State's regulations associated with same.
- Assist in the early voting and Election Day procedures in accordance with the Texas Election Code. Answer and route telephone calls, and greet and assist visitors and the public.
- Operates a variety of office equipment such as PC, calculator, copier, printers, fax, scanners, and other related equipment, and assist in maintenance of election equipment.
- Oversees the disbursement and receiving of election equipment prior to Election Day and on election night respectively.

- Following the election oversees and perform duties related to cleaning out, developing and restocking election kits.
- As needed, assist the Elections Administrator in contacting Early Voting and Election Day Judges, Alternate Judge and clerks in the disbursement of instructions and information.
- Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIRED:

- High School diploma or GED required, (three to five years of office experience, or any combination of equivalent education and experience) Prior experience or training related to elections administration is preferred.
- Requires knowledge of principle and processes for providing customer service, including needs assessment, meeting quality standards for service and evaluation of customer satisfaction.
- Requires knowledge of arithmetic including adding, subtracting, multiplication & division.
- Must be able to choose the right mathematical method or formula to solve a problem.
- Must be able to clearly communication verbally in English/Spanish with others.
- Must be an active listener and give full attention to what other people are saying, talking time to effectively in writing and understand written information and ideas.
- Must have the ability to concentrate on a task over a period of time without being distracted.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal, State, Local and City election laws, ordinances, rules, regulations, guidelines and legislative processes.
- Strategic planning and production-related project management.
- Management of automated voting systems and information system hardware and software applications.
- Management and supervisory principles, practices and techniques.
- Practice in record-keeping functions.
- Standard practice in area of assignment.

- Basic budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation and report preparation.

Skills in:

- Strong organizations skills.
- Supervising others, including poll works-judges and clerks.
- Explaining complicated technical problems in simple non-technical language.
Problem-solving and technical decision-making for developing effective solutions.
- Conflict resolution and community relations.
- Public speaking and content delivery.
- Both verbal and written communication, including presentations.

Ability to:

- Coordinate a variety of inter-related areas of election preparation.
- Train, guide, organize and assign the work of temporary staff and poll workers.
- Conduct training presentations to groups.
- Plan, coordinate, monitor and negotiate arrangements and evaluate complex projects.
- Develop, analyze and interpret policies and procedures, public information statements, and operational plans or activities.
- Understand and interpret election laws, ordinances, rules and regulations.
- Plan and manage elections and election-related processes.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Ability to deal tactfully and courteously with the public.
- Ability to work independently.
- Ability to work under pressure and deal with conflict.

PHYSICAL DEMANDS:

Must be physically able to operate a variety of machinery and equipment. Individual is regularly required to sit or stand for sustained periods while performing job duties. Flexibility in work processes is a must.

SPECIAL CONDITIONS

Hours may vary and may include weekends, holidays and evenings. No vacation time is permitted during election season, also required to work Saturday and/or Sunday during extended Early Voting hours.

BENEFITS:

100% employer paid group health insurance

Medical

Dental

Basic Life and ADD, Dependent Life

Retirement

Paid Sick Leave and Vacation Leave

Paid Holiday

CONDITIONS OF EMPLOYMENT:

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