



Frio County Job Announcement

Election Poll Worker

Location: Pearsall, TX

Department: Elections

Job Type: Temporary Seasonal/Non-Exempt

Pay Rate: \$10-\$12/HR

Posting Period: Open until filled (as necessary)

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.

Job Summary:

As a poll worker, you will report to the Frio County Elections' Administrator and other election officials. This position is a seasonal job, requiring Early Voting poll workers to work for two weeks, while Election Day poll workers will have one day of work. Poll workers will be required to attend a mandatory two-hour Texas Election Law training prior to work beginning.

Minimum Requirements:

- Must be a registered voter of Frio County
- Cannot be a candidate or hold an elected public office
- Must not be a relative or an employee of a candidate
- Have not been convicted in any offense connected to Elections

Essential Job Functions Include:

- Setting up election equipment inside a designated polling location
- Preparing election equipment as instructed in training sessions
- Maintaining election equipment security throughout the election period
- Thoroughly reviewing and completing all election forms
- Posting prescribed election materials inside and outside of polling location
- Qualifying voters through use of identification and poll lists
- Activating electronic ballots and selecting the correct ballot styles for each voter

- Assisting voters during the voting process by explaining equipment usage
- Closing the polling location at the end of the voting period
- Attending mandatory training and adhere to confidentiality requirements
- Returning all designated election supplies to the Central Counting Station on Election Day

Knowledge, Skills, And Abilities:

- Ability to fluently speak, read, and write Spanish is helpful
- Basic computer skills are helpful
- Attention to detail
- Must be willing to work 12-14 hours on Election Day
- Strong verbal and written communication skills
- Excellent interpersonal skills in order to interact and cooperate with co-workers and to deal effectively with voters, poll watchers, electioneers, and the general public
- Ability to read, comprehend, and follow Texas Election Laws and instructions given by the Frio County Elections Administrator
- Occasionally lifting and carrying objects weighing up to 20 lbs., such as election equipment, ballots, supply boxes, etc.
- Ability to recognize election issues and to promptly report any issues to the Precinct Judge or Frio County Elections Administrator as necessary

Conditions of Employment:

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