

# HIDALGO COUNTY Elections Department

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<b>Job Title:</b>	<b>Street Indexing Specialist</b>	<b>FLSA Status:</b>	<b>Non - Exempt</b>
<b>Dept No:</b>	<b>130-001</b>	<b>Civil Service Status:</b>	<b>Non-Exempt</b>

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**SUMMARY:**

Performs a variety of functions which follow established procedures and which may require some judgment and specialized subject knowledge such as advanced technological understanding of various programs and resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ability to work with comma delimited and other file formats such as csv;
- Extensive knowledge of Microsoft Office Suite (Excel, Access)SQL;
- Computer and Network Troubleshooting: Hp Print Servers;;
- Ability to troubleshoot and repair printers or scanners;
- Knowledge of ArcGis Desktop; (geocoding), (gps);
- Act as a technical advisor regarding standard or innovative elements for IT and GIS technology transfer;
- Assist in the determination of IT and GIS standards for Department, and any required modifications;
- Work closely with city and school officials on their boundaries to prepare on GIS System;
- Experience with plotter, printing in various sizes; laser and dot matrix printers and have knowledge of jurisdictional lines and outliers;
- Requires training of office staff on new technology and procedures to help in improving accuracy of voter registration entries;
- Work closely with the Voter Registration Department and generate and upload daily reports to the Secretary of State;
- Check State Validation listings, errors, rejects, plus DPS downloads and have knowledge of converting into database format which then requires Geo-coding;
- Work in a multi-task environment;
- Fulfill public information requests such as but not limited to voter lists and maps of jurisdictions, cities, schools, etc;
- Prepare and print all polling location maps for poll workers during elections and have knowledge of special maps such as split precincts, and overlapping boundaries;
- Must be able to work overtime when required;
- Must be flexible and available if assigned to perform other department duties for cross training;
- Must have good judgment, be courteous, cooperative, maintain a good attendance record and be properly dressed for the job;
- Must be able to perform consistently and effectively under extreme pressure;
- Must be observant of rules and safety procedures;

- Working hours may vary, especially during elections;
- Ability to work well with others;
- Regular attendance is a must.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

**EDUCATION and/or EXPERIENCE**

- Bachelor of Science degree and/or commensurate experience in information technology (IT);
- Geographical information system (GIS) technology preferred;
- Must have at least three (3) years experience in computer field or at least one (1) year experience in an Elections Department;
- Knowledge of industry standard hardware and software preferred;
- Bilingual is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Employee must have a current valid Texas Motor Vehicle Operator's License;

**OTHER SKILLS AND ABILITIES**

- Ability to read and interpret document such as safety rules, operating and maintenance instructions and procedures manuals.
- Ability to fill out reports and answer correspondence.
- Ability to speak effectively before groups of customers and employees.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to compute rate, ration and percent to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity, which permits:

- making sound decisions and using good judgment;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions, which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all departments' safety regulations;



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: ELECTIONS (130-001)

DATE: 12/22/2008

CURRENT POSITION TITLE:

CURRENT SLOT. #:

REQUESTED POSITION TITLE: Street Indexing Specialist  
(For new positions or reclassifications)

130-001-0086

**REQUEST FOR:**

- New Position       Temporary Position       Position Reclassification\*       Other \_\_\_\_\_

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$           -0-           \$           34,000.00           \$           34,000.00            
Current Budgeted Salary      Proposed Budgeted Salary      Net Change

Position to be funded from one of the following:

- Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Other COUNTY WIDE ADM- CONTINGENCY

**POSITION Type:**

Full Time Employee  Object 113      Part Time Employee  Object 114      \_\_\_\_\_  
Full Time Temporary  Object 121      Part Time Temporary  Object 122      \$ \_\_\_\_\_  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date      End Date      Working Days & Hours      Hours Per Week      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:      FLSA:  
Exempt       Exempt   
Non-Exempt       Non-Exempt   
N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

A Street Indexing Specialist is vital to the success of the Voter Registration Department. Not only does this person work with mapping, but this person is responsible for the daily submissions of all reports to the Secretary of State. This person must have extensive knowledge of SQL, ArcGis, Geo coding, and GPS. This person would be the department's liaison between the GIS department located at the IT department, but would also work closely with city and school officials in preparation of boundaries and annexations.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

The Street Indexing Specialist must have extensive knowledge of file formats such as csv, must have extensive knowledge of SQL, and must work closely with the Voter Registration Department, which is the center of the Elections Department. Mapping, geocoding and street indexing are crucial in providing correct information to all entities that work with the Election Department.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

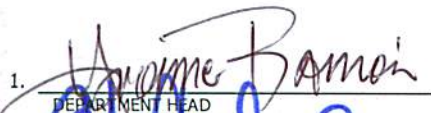
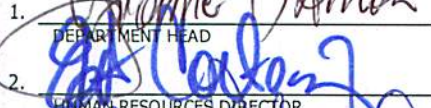
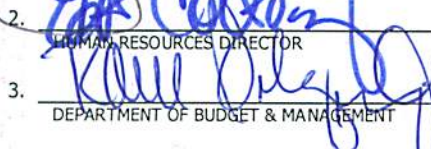
Description attached.

**COMMENTS:** (Any comments you wish to make regarding this request)

A Street Indexing Specialist not only works closely with the Elections Department, but also fulfills all public voter information requests. The preparation and printing of all location maps for poll workers during elections would not be possible without this person. This person must have so much more knowledge of VEMACS, the Voter Registration Database, plus the intricacies of all of the technological needs that are necessary on a day-to-day basis.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	12/22/08 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/27/2009 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/27/2009 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			