

HIDALGO COUNTY Elections Department

Job Title: (Temporary) Data Processor

FLSA Status: **Non- Exempt**

Dept. Code: 130-001

Civil Service Status **Exempt**

SUMMARY:

Will work closely with Data Processors I, II & III to perform the duties of processing voter registration applications and forms; will work with the public to answer questions and assist with public requests. Work is performed under the immediate supervision and direction of the Elections Administrator and Executive Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain accurate and up to date voter registration data and files;
- Assist public either by telephone or in person, with voter registration application information and elections information as needed;
- Provide public assistance in responding to telephone calls;
- Assist public with request information and questions;
- Knowledgeable of Deputizing Program for public, business and organizations utilized in Voter Registration process;
- Perform manual filing and scanning of voter applications and forms;
- Assist Data Processors II & III in interpreting and reading city and county map boundaries for proper precinct locations;
- Must have good writing and communication skills;
- Must be well organized;
- Ability to work well with others including contractual entities, department employees, elected officials, and department heads;
- Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies;
- Perform other duties as may be assigned.

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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree GED;
- Must have a minimum of one year of computer and data entry skills experience;
- Bilingual is preferred.

OTHER SKILLS AND ABILITIES:

- Ability to read, interpret and accept documents such as public requests;
- Ability to communicate effectively with staff and the public.

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ADDITIONAL DUTIES

- During elections, must be available to work extended hours and/or weekends when necessary;
- Must be able to work under stressful and demanding conditions;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Regular attendance punctuality is a must.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's insurance carrier.

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to 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 thirty-five (35) 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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions 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.

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