

GIS OPERATOR ASSISTANT

GRADE: 07

GENERAL DESCRIPTION

Under general supervision, performs varied data entry and manipulation to create, maintain, display and update a comprehensive geographic information system including production of accurate maps and other representations of the data. Assists GIS Operator to coordinate the development, operation and maintenance of Department's geographical information system (GIS) inventory and geo-database.

EXAMPLES OF WORK PERFORMED

Enters and manipulates information in the geographic information system

Researches source records and documents

Creates and modifies data files by entering electronically converted data into appropriate database system

Researches and interprets source documentation, including correspondence, legal documents, construction plans and other specific discipline related technical writing

Ensures compliance with all applicable standards, statutes and ordinances

Makes manual and/or visual checks of preliminary data and final product to ensure quality control of all data entering the system

Produces maps, plots, graphic simulation and manuscript data as requested

Produces special graphic layouts, combining various data form various sources to produce complex plots using GIS applications

Maintains accurate records and documentation of work performed

Operates and maintains electrostatic and design jet plotters

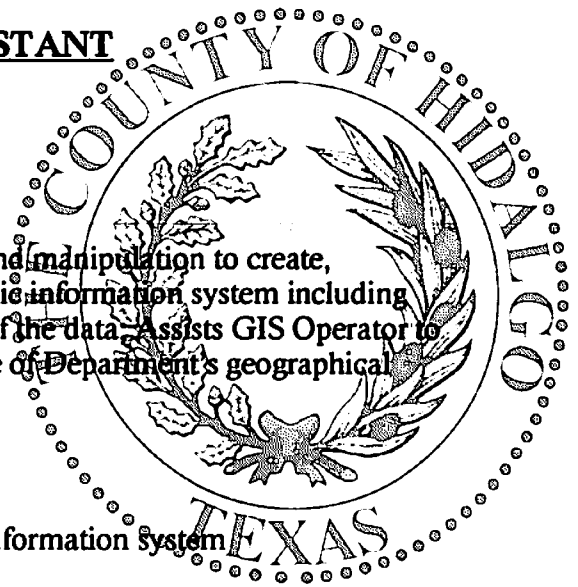
Makes simple adjustments for maintenance or repair of equipment

Attends training and applies new techniques as they are implemented

Performs or participates with others to perform technical repair services of computers, printers, terminals and networking devices

Required to travel to various points around Hidalgo County to pick up and deliver or field service equipment

Assists or provides cable-pulling and termination services as required



Good troubleshooting and repair techniques

Reads electronic schematics and makes necessary repairs with minimum supervision

Assist GIS Operator in the determination of IT and GIS standards for Department, and any required modifications

Assist GIS Operator in collecting and/or incorporate field data using GPS

Research and/or obtain land data records, analyze and incorporate as a data source for GIS-related data files

Assist GIS Operator to manipulate and integrate raw data (coverage's, shape files, CAD files, satellite imagery) into GIS

Create and enhance GIS-based tools

Generate map compositions and respond to special IT and GIS requests

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years experience related to the job; Graduation from a high school or equivalent; 40 hours of college coursework in the area of computer field preferred; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of terminology related to geographic information systems including legal descriptions, cartography, engineering, construction plans, and aerial and orthophotography

Skill in establishing and maintaining effective working relationships with those contacted during the course of work

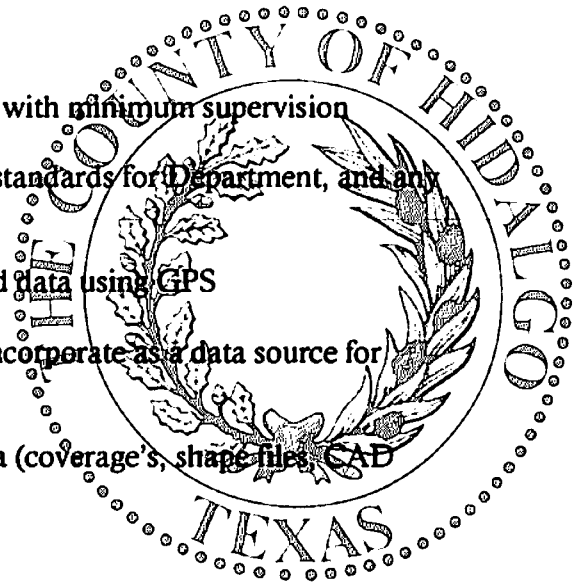
Ability to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, and aerial and orthophotography

Ability to read and explain applicable laws and regulations

Ability to read and interpret land development related records and documents

Ability to produce maps and other representations of spatial data

Ability to understand oral and written directions



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 find, 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 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 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
- standing 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

ELECTIONS SPECIALIST I

GRADE: 07

GENERAL DESCRIPTION

Performs specialized duties involved in processing and maintaining voter registration and election information. Assist the Elections Coordinator with election-related duties; perform assigned clerical work such as document processing and/or record keeping.

EXAMPLES OF WORK PERFORMED

Formulates the number of election judges statutorily required and assists in the certification process

Sets up election judge schools and helps train judges; assists in the preparation of the Election Judge Manual; assists in the placement of the election judges throughout Hidalgo County; generates pay sheets for the election judges and maintains their mileage records

Prepares specific computer programs and operations for each election which includes: Ballot Assignment Chart, Ballot Distribution Chart, Specimen Ballot Program, Election Judge Program, Polling Place Program, Absentee Voting Program, Student Absentee Voting Program and Incapacitated Program

Prepares monthly report of the Voter Confirmation Program; responsible for resolving all outstanding responses; compiles reports for the NVRA requirements; reviews and makes adjustments on the error report from the State Board of Elections

Designs and produces camera-ready forms and certificates for the election process, which include: Applications to Vote, Voter Registration forms, Absentee Waiver forms, Certificate of Election/-Nomination forms, Election Judge Oaths, etc.

Prepares the office for in-person absentee voting and co-ordinates the mail-in absentee voting

Responsible for keeping maps accurate and updated for each elected district, adjusting as needed for annexations; also reflecting those changes on the computer voter program; communication is received from officials in various tax districts and shared with the County Director

Inventories and helps in ordering office supplies and election supplies

Responsible for the file maintenance and retention of all election and voter registration documents

Performs complex and varied clerical duties such as classifying, consolidating, summarizing, sorting, filing, and distributing documents and information



Creates and maintains database of temporary personnel records. Processes weekly payroll documentation for distribution to outside vendor for payment

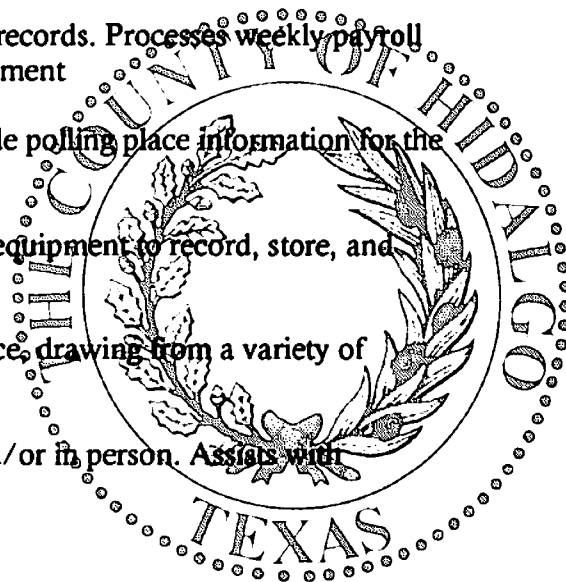
Coordinates with Information Technology (IT) to provide polling place information for the web page

Utilizes computer, calculator, and other standard office equipment to record, store, and retrieve information

Compiles complex and varied reports and correspondence, drawing from a variety of sources within and outside the department

Routinely answers customer questions via telephone and/or in person. Assists with resolving complex and problematic issues and questions

Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years office/clerical experience; Graduation from a high school or equivalent; Associate Degree or Vocational training related to the job preferred; Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Requires knowledge of the County community and its organizational structure; knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

Ability to write routine reports and correspondence

Ability to speak effectively before the general public or employees of the organization

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 find, 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 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 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
- standing 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



FIELD SERVICE SPECIALIST I

GRADE: 08

GENERAL DESCRIPTION

Provide technical assistance in a professional manner, act as liaison for election officials, and perform other required activities during each election; Performs maintenance, testing preparation, training, delivery and return for voting systems – the ballot scanning equipment used on Election Day and the direct record electronic system (DRE) used in Early Voting and Election Day; Utilize bar code technology to record the movement of the voting equipment and components through out the election process; Provides assistance in inventory of all election equipment, components and supplies.

EXAMPLES OF WORK PERFORMED

Performs maintenance and testing on the paper ballot scanning equipment and Direct Record Electronic voting equipment (DRE), connecting to Laptop and software

Provides technical support of personal computers' connectivity to the online voter registration system and early voter posting system including installation of personal computers, monitors, printers, and network communications devices; Schedules installation by contacting client by phone

Notifies supervisor of any mechanical, maintenance or safety issues with recurring problems related to any vehicles owned or rented by the department

Provides assistance to early voting clerks and election officials in a clear and professional manner

Performs the preparation, assembly, and proofing of the election officials supply kits

Performs DRE electronic ballot proofing including audio

Performs paper ballot proofing and distribution

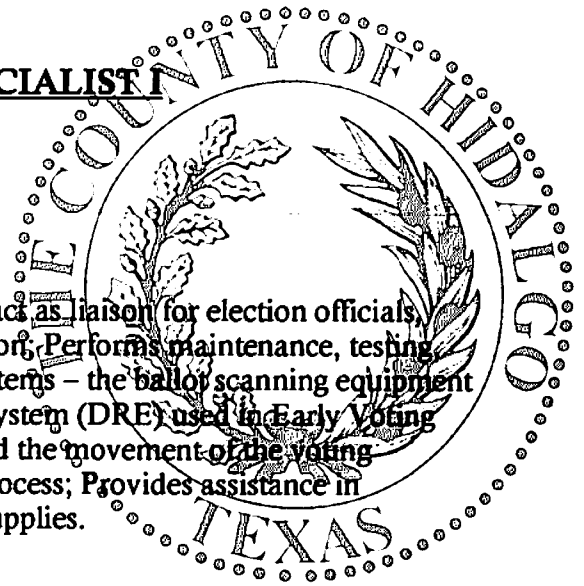
Performs pre-tests and public tests of all election equipment and components

Delivers and tests the computers connectivity to the DRE equipment used for early voting

Routes the delivery and return of the early voting and Election Day equipment and supplies

Provides phone support to election officials on Election Day

Utilizes bar code technology to record the movement of the voting equipment and



components throughout the election process and of election supplies.

Provides technical support on Election Day and during the early voting process

Assists in election officials training by setting up equipment, chairs, and video equipment

Resolves routine questions and problems concerning voting equipment and procedures

Troubleshoots in field service environment related to online voter registration system, early voting posting system, ballot scanning equipment, DRE equipment and network communications

Tests the voting system laptops to ensure connectivity and accuracy at Rally Stations prior to and on election night

Provides training, assistance and technical support to Rally station personnel on election night

Assists other department divisions as required

Surveys polling places for compliance with the Americans with Disabilities Act (ADA) to ensure that voters with disabilities are safe and have the ability to cast their votes without assistance

Acts as a liaison for election activities related to election services contracts with municipalities, school districts, and political parties

Attends training as assigned by supervisor to maintain, enhance, or acquire job skills

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years related experience; Graduation from a high school or equivalent; Associate Degree in Electronics or Computer Science preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the Election Code, Tax Laws, rules and procedures

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

Technical experience with multimedia equipment

Ability to write routine reports and correspondence

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 find, 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 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 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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

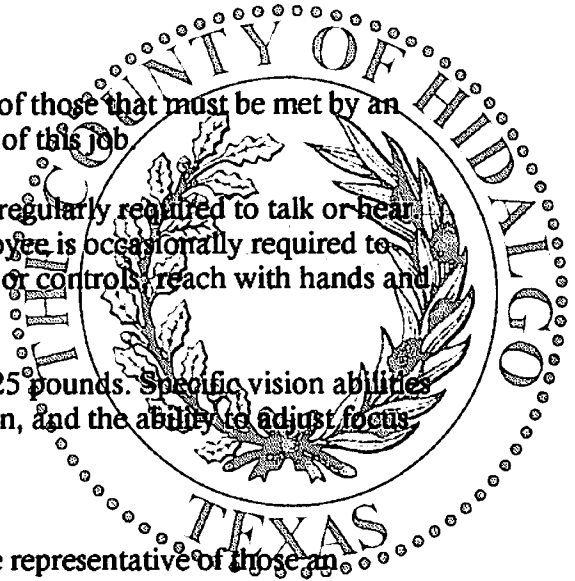
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



FIELD SERVICE SPECIALIST II

GRADE: 10

GENERAL DESCRIPTION

Provide technical assistance in a professional manner, act as liaison for election officials, and perform other required activities during each election; Performs maintenance, testing, preparation, training, delivery and return for voting systems – the ballot scanning equipment used on Election Day and the direct record electronic system (DRE) used in Early Voting and Election Day; Utilize bar code technology to record the movement of the voting equipment and components through out the election process; Provides assistance in inventory of all election equipment, components and supplies.

EXAMPLES OF WORK PERFORMED

Performs maintenance and testing on the paper ballot scanning equipment and Direct Record Electronic voting equipment (DRE), connecting to Laptop and software

Provides technical support of personal computers' connectivity to the online voter registration system and early voter posting system including installation of personal computers, monitors, printers, and network communications devices; Schedules installation by contacting client by phone

Notifies supervisor of any mechanical, maintenance or safety issues with recurring problems related to any vehicles owned or rented by the department

Provides assistance to early voting clerks and election officials in a clear and professional manner

Performs the preparation, assembly, and proofing of the election officials supply kits

Performs DRE electronic ballot proofing including audio

Performs paper ballot proofing and distribution

Performs pre-tests and public tests of all election equipment and components

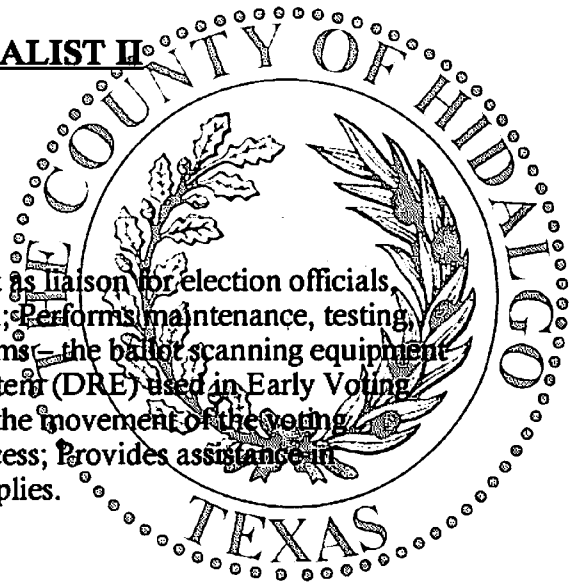
Delivers and tests the computers connectivity to the DRE equipment used for early voting

Routes the delivery and return of the early voting and Election Day equipment and supplies

Provides phone support to election officials on Election Day

Utilizes bar code technology to record the movement of the voting equipment and components through out the election process and of election supplies

Provides technical support on Election Day and during the early voting process



Assists in election officials training by setting up equipment, chairs, and video equipment.

Resolves routine questions and problems concerning voting equipment and procedures

Troubleshoots in field service environment related to online voter registration system, early voting posting system, ballot scanning equipment, DRE equipment and network communications

Tests the voting system laptops to ensure connectivity and accuracy at Rally Stations prior to and on election night

Provides training, assistance and technical support to Rally station personnel on election night

Assists other department divisions as required

Surveys polling places for compliance with the Americans with Disabilities Act (ADA) to ensure that voters with disabilities are safe and have the ability to cast their votes without assistance

Acts as a liaison for election activities related to election services contracts with municipalities, school districts, and political parties

Attends training as assigned by supervisor to maintain, enhance, or acquire job skills

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years related experience; Graduation from a high school or equivalent; Associate Degree in Electronics or Computer Science preferred; Experience and education may be substituted for one another.

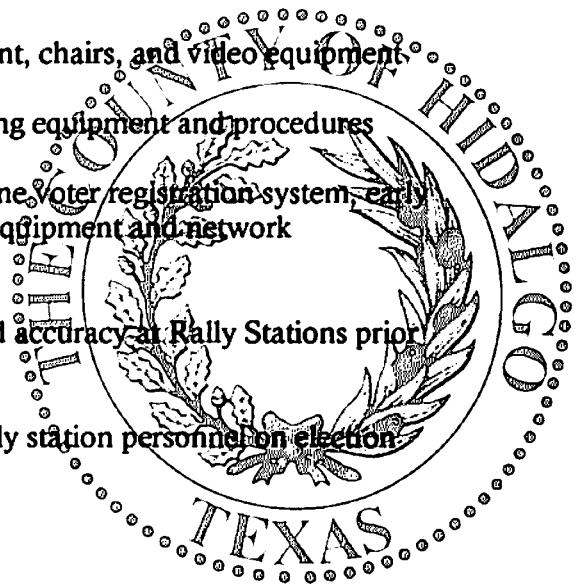
Knowledge, Skills, and Abilities

Knowledge of the Election Code, Tax Laws, rules and procedures

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

Technical experience with multimedia equipment

Ability to write routine reports and correspondence



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 find, 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 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 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
- standing 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

