

VOTER REGISTRATION SPECIALIST I

GRADE: 05

GENERAL DESCRIPTION

Perform entry level duties to assist in the 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 Voter Registrar Manager.

EXAMPLES OF WORK PERFORMED

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.

Perform manual filing and scanning of voter applications and forms.

Assist Voter Registration Specialists II & III in interpreting and reading city and county map boundaries for proper precinct locations.

Assist Election Manger and Election Specialist with mail-in ballots, provisional ballots, overseas ballots, and other duties as necessary.

Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies.

During elections, must be available to work extended hours and/or weekends when necessary

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum (1) one year experience in computer and data entry skills experience. Graduation from a high school or equivalent. Bilingual preferred.

Knowledge, Skills, and Abilities

Ability to read, interpret and accept documents such as public requests

Ability to write routine reports and correspondence

Ability to speak effectively before the general public or employees 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 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

