



# HIDALGO COUNTY Personnel Adjustment Request Form

# ORIGINAL

DEPARTMENT NAME/NUMBER: Elections Dept. No. 130

DATE: May 29, 2014

CURRENT POSITION TITLE: Elections Clerk (Temporary)

CURRENT SLOT. #: T157 - T166  
T158, T159, T160,  
T161, T163,  
T164, T165

REQUESTED POSITION TITLE: Elections Clerk (Temporary)



**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Extension

**POSITION SALARY REQUEST:**

8  
NO. OF POSITIONS    \$95,600 (10 positions)  
CURRENT GRADE & STEP    \$9,560 x 8 positions  
PROPOSED GRADE & STEP    \$ 76,480  
NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION TYPE:**

Full Time Employee Object 113     Part Time Employee Object 114     \$9.19  
Full Time Temporary Object 121     Part Time Temporary Object 122     \$ \$9,560 x 8 positions = \$76,480  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

July 1, 2014    Dec. 31, 2014    Mon-Fri, 8am-5pm    40    6 months  
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)

Positions are essential to preparing for and during elections run by the County. We are currently finishing up election procedures for the May 10, 2014 city/school elections and the Primary Runoff Elections as well as preparing for two city runoff elections scheduled for June 21, 2014 and a Democratic Primary Election scheduled for July 1, 2014. We've been notified of possible special elections in August and at that point we are already preparing for the County-Wide General Election in November.

ORIGINAL

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Handwritten mark or signature in the top right corner.

100



Handwritten text inside the stamp area, possibly a date or name.

Handwritten text: 2.5 x 8 inches



Handwritten mark or signature in the lower right quadrant.

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


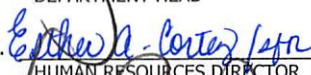
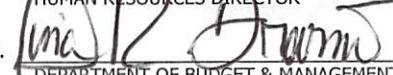
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

Aside from the elections we have to prepare for our office utilizes temporary employees to fill a large amount of public information requests that require hours of labor to complete.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

- |    |   |                   |                                   |   |
|----|---|-------------------|-----------------------------------|---|
| 1. | <br>DEPARTMENT HEAD                   | 5-29-2014<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | 06-09-14<br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 6/16/14<br>DATE   | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE              |                                   |   |

James Stewart

11-10-60

11-11-60

JAMES C. STEWART

11-11-60

# **HIDALGO COUNTY**

## **ELECTIONS CLERK (TEMPORARY)**

### **GENERAL DESCRIPTION**

Will work under the direction of the Elections Administrator and will work closely with the Voter Registrar, Elections Operations, Elections GIS Operations, and IT Managers in the performance of the various duties of elections.

### **EXAMPLES OF WORK PERFORMED**

Maintain accurate and up to date voter registration data 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

Knowledge of Deputizing Program for public, business, and organizations utilized in Voter Registration process

Perform manual filing and scanning of voter applications and forms

Assist in data processing

Assist Election Operations Manager with various duties including processing mail-in ballots, Ballot Board, and preparation of election supplies, bins, etc.

Assist the Elections GIS Operations Manager with various duties such as printing maps, researching demographic data and other duties as needed

Assist the IT Department in the Elections Warehouse in regards to voting equipment and election supplies to include transportation, set-up and maintenance of the electronic voting units

Coordinate with Elections staff on transportation requirements, supplies, and materials such as tables, chairs, voting equipment, ballot boxes, voting booths and election kits

Assist with setting up field system laptops

Assist with troubleshooting laptops, voting machines and other equipment

Assist with set up, delivery and maintenance of voting machines

Must have a basic understanding of Microsoft Office Software

Must be able to work under loud conditions, pressure and in meeting deadlines

Must be able to work nights and weekends as needed

Must have good writing and communication skills

Must be well organized

Must have basic filing skills

Must have regular attendance, be detailed oriented, and a self motivator

Ability to work well with others including contractual entities, department employees, elected officials, the community and department heads

Performs such other duties as may be assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED)

Have a minimum of one (1) year of computer and data entry skills experience

Bilingual (Spanish and English) with ability to converse fluently in both languages

### **Certificates, Licenses, & Registrations**

Must have a current valid Texas motor vehicle operator's License

Must be able to be insured by the County's Insurance carrier;

### **Knowledge, Skills, and Abilities**

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

Ability to communicate effectively with staff and the public

Must have good driving record

May be asked to handle an electric forklift and other equipment such as a shredder

May be asked to climb a ladder

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

### **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
- 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

