

HIDALGO COUNTY

Elections Department

Job Title: Elections Specialist (Temporary) **FLSA Status:** Non-Exempt

Dept. Code: 130-001 **Civil Service Status:** Exempt

GENERAL DESCRIPTION SUMMARY:

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:

- Provide assistance to the public either by telephone or in person with elections information as needed;
- Assist Voter Registration Manager in maintaining accurate and up to date voter registration data and files; assist and perform data processing, manual filing and scanning of voter applications and other various forms and perform other duties as necessary;
- Assist Election Operations Manager with various duties including processing mail-in ballots, Ballot Board, and preparation of election supplies, bins, and other duties as necessary;
- Assist the Elections GIS Operations Manager with various duties such as printing maps, researching demographic data and other duties as needed;
- Assist the IT Manager with technology assistance as needed; assist in the Election's Warehouse in regards to voting equipment and election supplies to include transportation, set-up and maintenance of the electronic voting units; and perform other duties as necessary;
- Be knowledgeable and assist in the implementation of the Deputizing Program for public, business and organizations utilized in Voter Registration process;
- Coordinate with elections staff on transportation requirements, supplies, and materials such as tables, chairs, voting equipment, ballot boxes, voting booths and election kits;
- Must be able to work under loud conditions, tolerate pressure and be able to meet statutory deadlines;
- Must be able to come in early, and work nights and weekends as needed;
- Must have good writing and communication skills;
- Must be well organized;
- Must have regular attendance, be detailed oriented, and a self-motivator;
- Must be able to work well with others including contractual entities, department employees, elected officials, the community, and department heads;
- Must be able to perform other duties as may be assigned;
- Must have a valid Texas Driver's license;
- Must have own transportation;
- Must be able to have a flexible schedule;

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.

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 a 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.

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 and punctuality are 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;
- Must submit to a DPS Computerized Criminal History Verification.

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 regularly required to walk, sit, use hands to handle or feel objects, tools, equipment, or controls and will reach with hands and arms, climb or balance, stoop and kneel. The employee must occasionally lift and/or move over twenty-five 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 such as a motor vehicle, forklift and shredder.

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