

HIDALGO COUNTY ELECTIONS DEPARTMENT

ELECTIONS SURVEYOR

GENERAL DESCRIPTION

Under minimal supervision, coordinates all the logistical activities for obtaining and equipping the county's voting equipment and supplies that are located at the Elections Warehouse, and assures that all polling sites for early voting and election day are in compliance with the Americans with Disability ACT (ADA) and Help America Vote Act of 2002 (HAVA).

EXAMPLES OF WORK PERFORMED

Prepare various reports and checklists prior to elections, during elections and post elections that are to be submitted to the Elections Department, District Attorney's Office and the Department of Justice within a time frame as per the Settlement Agreement with the DOJ

Attends specialized elections trainings with the DOJ and the Disability Rights of Texas to remain current with election laws and procedures, especially in ADA compliance

Create modules and head such training of modules to all Election Employees and all Poll Workers in all compliant and non-compliant Federal requirements

Daily during the election cycles, obtain and audit polling places for ADA compliance and coordinate activities with polling place management. Create temporary ADA compliant measures at polling locations as required

Test and maintain all voting equipment and supplies, following Federal requirements; arrange for delivery and pickup such Early Voting and Election Day supplies to polling places and/or jurisdictions

Inventory and assist in ordering warehouse supplies to ensure the Elections Department and polling sites are properly equipped on Election Day

Document retention and destruction of election records

Maintain Election Warehouse, Election Training Annex, Election Department in compliance in Safety and Emergency Management requirements

Performs other job related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Two years of professional level experience to include administration of elections; project planning, prioritizing and scheduling

Must be able to learn extensive Election laws and Federal laws and procedures, especially in regards to ADA compliance

Must have extensive knowledge of Election Equipment

Two (2) years of experience may be substituted for one (1) year of education

Certificates, Licenses, Registrations

Must have a current and valid Texas Motor Vehicle Operator's license

Must be able to be insured by the county's insurance carrier

Must be a registered voter of Hidalgo County

May be required to submit to a DPS Computerized Criminal History Verification

Knowledge, Skills, and Abilities

Courtesy, Tact, and diplomacy are essential elements of the job

Work involves personal contact with others inside and/or outside the county for the purposes of giving or obtaining information, building relationships, making reports, and soliciting cooperation

Must be able to communicate effectively and respectfully with the staff and the public

Must be able to work under stressful and demanding conditions

Strict Confidentiality required

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

May be assigned other duties in addition to those listed

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