



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **VOTER REGISTRATION SPECIALIST II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Perform duties to assist in the processing voter registration applications and forms. Will work with the public to answer questions and assist with public requests. Will work closely with the Elections Project Coordinator and Voter Registrar Manager to correct data entered. Work is performed under the immediate supervision and direction of the Elections Administrator, Voter Registrar Manager and Elections Project Coordinator.

EXAMPLES OF WORK PERFORMED

Interpret and read city and county map boundaries for proper precinct locations

Perform street indexing on incorrect data entry such as addresses and precincts

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

Assist Elections Manger with mail-in ballots, provisional ballots, overseas ballots, and other duties as necessary

Be knowledgeable of election laws and policies

Assist with presentations and projects as assigned by the Elections Administrator and/or Voter Registrar Manager

Maintain accurate and up to date voter registration data and files

Assist public with request information and questions

Perform manual filing and scanning of voter applications and forms

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

Able to read maps and boundaries and acquire knowledge of county jurisdictional lines such as county, commissioner, Justice of the Peace, city and school districts, etc

Performs related work as assigned

EDUCATION AND EXPERIENCE

One academic year from an accredited college or university

Three (3) years of experience in computer and data entry skills experience

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations