



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **VOTER REGISTRATION SPECIALIST III**  
Grade: 09

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*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 advance (senior-level) duties processing voter registration applications and elections. Assist the supervisor in the daily operation of the department and the oversight of the work production, quantity and quality of work completed. May train employees on Voter Registration System. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Assists in supervising Voter Registration staff as required

Provides training of staff members on Voter Registration system

May plan and assign daily workload as required

Coordinates the preparation of reports and activity for specific jobs with Information Technology (IT)

Assists in identifying strengths and weaknesses, providing development and motivation, and making recommendations for replacements when necessary

Assists in the certification and verification of candidate and local option petitions

Trains volunteer deputy registrars and updates database

Executes, verifies and runs reports for voter registration orders for all elections

Provides telephone support for early voting clerks during early voting and election officials on Election Day

Monitors Title 15 (Election Code) reports for candidates and officeholders as prescribed by the Texas Ethics Commission

Communicates with political subdivisions regarding election schedules and activity

May provide daily or frequent reports to managers and supervisors

Coordinates with other departments to expedite work and improve processes

Performs quality checks of work performed by department staff and makes corrections as necessary

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Maintains and oversees the in-house printing of Voter Registration Certificates

Answers questions and assists GIS Analyst in processing and updating streets

Downloads data from SOS (send and receive) files for all types of reports and voter registration database (all Hidalgo County voters) for early voting and Election Day lists and mainframe updates

Establishes and enforces procedures designed to expedite and improve processes

Participates in personnel matters including disciplinary actions and resolution of departmental disputes

Checks election records from election officials for accuracy and completeness

Checks provisional document to determine if voter is registered and forwards to Early Voting Ballot Board

Researches errors on the Secretary of State Rejection list

Assists in supply pickup and training election officials

Organize and maintain an accurate file system on computer regarding mail in ballot requests for voters; Verify voter eligibility, process requests to vote by mail, and mail ballots

Process both incoming and outgoing mail requests for ballots

Process voter registration applications to determine voter eligibility

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

Performs other related duties as assigned

#### **EDUCATION AND EXPERIENCE**

Two academic years from an accredited college or university in public or business administration

Five (5) 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**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Skill in identifying and resolving problems or situations requiring the understanding of polling principles and the exercise of good judgment

Must be able to meet deadlines and work quickly and accurately under pressure

Knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures

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

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

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