



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTIONS SPECIALIST I**
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

Performs entry-level work.

Performs specialized duties involved in processing and maintaining voter registration and election information. Assist the Elections Coordinator with election-related duties; perform assigned clerical work such as document processing and/or record keeping.

EXAMPLES OF WORK PERFORMED

Formulates the number of election judges statutorily required and assists in the certification process

Sets up election judge schools and helps train judges; assists in the preparation of the Election Judge Manual; assists in the placement of the election judges throughout Hidalgo County; generates pay sheets for the election judges and maintains their mileage records

Prepares specific computer programs and operations for each election which includes: Ballot Assignment Chart, Ballot Distribution Chart, Specimen Ballot Program, Election Judge Program, Polling Place Program, Absentee Voting Program, Student Absentee Voting Program and Incapacitated Program

Prepares monthly report of the Voter Confirmation Program; responsible for resolving all outstanding responses; compiles reports for the NVRA requirements; reviews and makes adjustments on the error report from the State Board of Elections

Designs and produces camera-ready forms and certificates for the election process, which include: Applications to Vote, Voter Registration forms, Absentee Waiver forms, Certificate of Election/Nomination forms, Election Judge Oaths, etc.

Prepares the office for in-person absentee voting and co-ordinates the mail-in absentee voting

Responsible for keeping maps accurate and updated for each elected district, adjusting as needed for annexations; also reflecting those changes on the computer voter program; communication is received from officials in various tax districts and shared with the County Director

Inventories and helps in ordering office supplies and election supplies

Responsible for the file maintenance and retention of all election and voter registration documents

Performs complex and varied clerical duties such as classifying, consolidating, summarizing, sorting, filing, and distributing documents and information

Creates and maintains database of temporary personnel records

Processes weekly payroll documentation for distribution to outside vendor for payment

Coordinates with Information Technology (IT) to provide polling place information for the web page

Utilizes computer, calculator, and other standard office equipment to record, store, and retrieve information

Compiles complex and varied reports and correspondence, drawing from a variety of sources within and outside the department

Routinely answers customer questions via telephone and/or in person.

Performs related work as assigned

EDUCATION AND EXPERIENCE

One academic year from an accredited college or university

One (1) year of office/clerical 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

Requires knowledge of the County community and its organizational structure; knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures

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 organization

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