



## Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602  
(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> <b>Elections Administration Assistant</b>	<b>Opening Date:</b> <b>April 10, 2018</b>	<b>Application Deadline:</b> <b>April 24, 2018</b>	<b>Job Posting #:</b> <b>18121</b>
<b>Department:</b> <b>Elections Administration</b>	<b>Starting Salary:</b> <b>\$13.40 - \$15.40 Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>Occasional</b>

### **INTERNAL/EXTERNAL JOB POSTING ONLY**

**BRIEF JOB DESCRIPTION:** Under the direct supervision of the Elections Administrator, this position performs various administrative tasks related to the functions of elections administration. Work involves receiving and processing voter applications for registration; processing absentee ballots and maintaining voter lists in accordance with State and County laws, regulations and policies; performs a variety of duties during elections including preparing polling locations; securing election workers and assisting with general office duties as assigned.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Must have strong computer skills with excellent knowledge of Microsoft Office applications including Word and Excel; proper English usage, spelling, grammar and punctuation; good telephone etiquette; principles and procedures of office organization and record keeping; excellent data entry and proof-reading skills; ability to effectively interact with co-workers and the public; ability to perform multiple and diverse projects simultaneously with minimal direction; and be able to meet deadlines and manage stressful situations. Must maintain the confidentiality of the department at all times. Regular attendance and timeliness is considered an essential function of this job.

**MINIMUM QUALIFICATIONS:** Must possess a high school diploma or equivalent, and a valid driver's license (required); Three (3) years general clerical experience in an office setting (preferred); Bi-lingual English/Spanish (preferred).

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:** Will work indoors in an office setting and will be required to work occasional nights and weekends. Must be able to lift up to fifty (50) lbs.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

**A Bastrop County Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/page/co.jobs>. A resume will be considered, but will not be accepted in lieu of application.** Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



## BASTROP COUNTY, TEXAS Job Description

*Job Title: Elections Administration Assistant*

**Department:** Elections Administration

**FSLA Status:** Non-Exempt

**Reports To:** Elections Administrator

**SUMMARY:** Under the direct supervision of the Elections Administrator, this position performs various administrative tasks related to the functions of elections administration . Work involves receiving and processing voter applications for registration; processing absentee ballots and maintaining voter lists in accordance with State and County laws, regulations and policies; performs a variety of duties during elections including preparing polling locations; securing election workers and performing other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Bastrop County Elections Administrator;

Exercises no supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Receives and processes voter applications for registration; processes absentee ballots and maintains voter lists in accordance with State and County laws, regulations and policies;
2. Performs a variety of duties during elections including preparing polling locations and securing election workers;
3. May provide assistance answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing visitors to the appropriate staff;
4. Prepares and disseminates information concerning elections programs and service; assists in preparing, editing, and distributing correspondence, reports, forms, and documents; maintains records and files;
5. Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding elections inquiries;
6. Provides exceptional customer service to County employees and the public, both in person and by phone;
7. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
8. Maintains confidentiality and security of all Elections Administration information and systems;
9. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and

level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** 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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

General principles and practices of Elections Administration management;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Principles and procedures of office organization and record keeping;  
Excellent data entry and proof-reading skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Record, and disseminate accurate information from telephone conversations and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Effectively interact with co-workers and the public;  
Perform multiple and diverse projects simultaneously with minimal direction;  
Meet deadlines and manage stressful situations.  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three (3) years previous experience performing general clerical work in an office setting; prior experience or training related to elections administration preferred; or an equivalent combination of education, training and experience.

#### **Education:**

High School diploma or equivalent.

#### **Licensing:**

Possession of a valid Texas driver's license.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*