

Lavaca County Job Description

Job Title: Deputy Elections Administrator
Department: Elections Administrators Office
Supervisor: Elections Administrator
Job Grade : 3

Job Summary

- Under general supervision, the purpose of the position is to assist the Elections Administrator in all aspects of conducting elections and Voter Registration duties. Employees in this classification are responsible for ensuring voting processes that result in maintaining a high level of professional election standards in order to earn and preserve public confidence in the electoral process.

Essential Duties and Responsibilities

Duties may include but are not limited to the following:

- Assists the Elections Administrator in conducting all elections within Lavaca County, including Local, State and National elections. This includes preparation and setup required for each election.
- Secure all voting materials, machines, media, voted ballots, tabulators and result files for the Ballot Board Judge, Central Counting Station and for Post-election storage.
- Assists in monitoring the work activities of election workers.
- Preparation of election supplies for all elections.
- Preparation and setup of election equipment for each election.
- Assists with the testing of election equipment to insure accuracy for all elections.
- The preparation, execution, mailing, receiving and maintaining all records for applications & ballots by mail.
- Record voting history for each election.
- The handling of records management in accordance with the retention schedule set forth by the Texas Election Code and Texas Government Code.
- Assists with the scheduling and conducting of training classes for poll workers.
- Assist in the sorting and filing of forms, reports, correspondence and other related documents.
- Delivery and Pick up of all Election Equipment to all precincts the day before an Election and the day following Election Day

- Inventory election equipment before delivery to and after return from polling locations.
- Resolve Task Summary as assigned on TEAM including Cancelled Application Maintenance, Possible Deceased, Possible Duplicate, Possible Felon, DPS Applications, Notice of Examinations, and any other tasks associated with voter registration.
- Research data received from the County Clerks' office including abstracts of death, abstracts of applications for probate actions, report of deaths and any other information received from other county clerks. Prepare and maintain all correspondence to affected voters.
- Sort and file forms, reports, correspondence and other related documents.
- Address requests and complaints from the public; disseminate information to the public. Answer telephones, direct calls and take messages.
- Attend all seminars and conferences that are beneficial to the conduct of elections and voter registration.
- Drive to and from polling locations on Election Day if problems arise and run errands for the office throughout the year.

Education and Experience

- High school diploma or GED required.
- Requires 1 year experience of clerical or administrative work, preferable in government.
- Prior experience or possession of a knowledge of voter registration and election function duties preferred.

Skills and Abilities

- Strong computer, verbal and written communication skills; strong interpersonal skills and the ability to deal with the public, other employees and elected officials. Knowledgeable in election rules and regulations preferred.

Special requirements

- Elections Oath administered by Elections Administrator.
- Must be a registered voter in the state of Texas
- Overtime will be required per needs of the department; overtime may include weekends and evenings.
- Must be bondable
- Must pass background check
- Must pass physical

Essential Behavioral Expectations

- Lavaca County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Lavaca County employees. Employees are also responsible for but not limited to, the following behavioral expectations; maintaining confidentiality of business knowledge and employee information, maintaining professional relations

while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used

- Electronic Voting Equipment
- Personal Computer
- Calculator
- Telephone
- Fax Machine
- Various Printers
- Photocopier
- Scanner

Contacts

- Daily contact with the public and frequent contact with employees in other departments, elected officials, and regulatory agencies in writing, in person or on the telephone to provide service and/or information, exchange routine information, interpret or explain complicated information and establish or maintain relationships as applicable; occasional contact with outside community organizations in person or on the telephone to provide service and/or information and exchange routine information.

Physical Demands

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. Must be able to stand or sit for long periods of time. Must be able to lift up to 65 pounds regularly.

Work Environment

- Work is performed primarily in a climate-controlled private office and on occasion in crowded open work area shared with others. During early voting and election days' work is performed in various locations. During elections the job requires exposure to weather conditions. Worker is subject to physical hazards from traffic. Noise level is moderate.

The 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.