



Callahan County is accepting applications for a full time Elections Clerk.

Election Clerk

GENERAL JOB DESCRIPTION:

The election clerk will be under the supervision of the County Clerk. The election clerk will help the County Clerk prepare and program the election equipment, send out and receive ballot by mail, set in training for the election judges and clerks, help distribute equipment, help with early voting, travel to each voting location when needed, election day duties, help with voter registration duties and to perform other related duties as required and to perform other related duties as required.

EDUCATION/KNOWLEDGE REQUIREMENTS:

- Graduation from high school or general equivalency diploma
- Must be a qualified voter of the State of Texas
- Must be able to be bondable
- Must possess a valid Texas Driver's License
- Pursuant to the election code, may not be a candidate for public office or an office of a political party. May not hold a public office or an office or position in a political party.
- Ability to edit and create forms
- Ability to implement new technology
- Adapt technology to the election process
- Excellent written and verbal communications skills
- Read and understand instruction
- Must be able to perform duties in a non-partisan manner
- Must meet and abide by any and all requirements set forth in the Texas Election Code
- Ability to work under pressure and meet deadlines in stressful situations
- **Regular attendance is essential**
- General office practices and procedures
- General knowledge of county government organization and services
- Record keeping and filing procedures
- Proper public contact and telephone etiquette
- Prioritize and schedule work to meet deadlines

PREFERRED ABILITIES

- Prior experience or knowledge of election function duties and voter registration
- Supervisory and budgetary experience
- Knowledge in Microsoft and Adobe applications

- Thorough knowledge of County, State and Federal election laws, regulations, policies, and procedure including, but not limited to the Texas Election Code.

PHYSICAL/ENVIRONMENT REQUIREMENTS:

- Must be able to occasionally stand, stoop, reach, walk, kneel, bend, and push and pull objects during working hours, possibly for long periods at a time.
- Lift and carry items weighing up to 50 pounds such as equipment, boxes, forms, and training materials multiple times a day.
- Occasional travel in all types of weather conditions.
- Must be able to work some long, irregular, and weekend hours for voting, election schools, speaking engagements, and deputizing deputy voter registrars
- Must be able to handle the stress of planning, coordinating, and try to resolve operating problems.

FUNDAMENTAL POSITION RESPONSIBILITIES AND DUTIES:

- Oversees the calling of elections, preparation of all ballots, provision and preparation of election equipment and supplies.
- Recruiting and training of election judges and clerks.
- Provides reports for canvassing election returns.
- Maintains ballots and other election records.
- Provides inventory, maintenance, and supervision of all election equipment and poll pads.
- Develops storage and retrieval system for election equipment.
- Maintains confidentiality of records and assures that only those with a legal right may access confidential records.
- Assists in preparation of election services contracts with political subdivisions.
- Ensures compliance with election and voter registration laws.
- Maintains current voter registration list; furnish copies of list as requested and required by various political subdivisions, organizations, individuals, etc.; and maintains local election register.
- Responsible for attending Secretary of State Law Seminars on current legislation concerning elections and voter registration.
- Procurement of polling locations for election day and early voting.
- Orders all equipment, election supplies, and voter registration materials.
- Accepts and assists candidates and office holders in filing instruments under Title 15 (Political Disclosure Act) which includes providing the forms and maintaining the files of all the filed reports.
- Responsible for computer tabulation equipment (software and hardware). Responsible for testing of all computer tabulation equipment.
- Maintains custody of voted ballots and other election records and regulates public inspection of those records.
- Implementation of the Secretary of State's policies and directives related to elections.
- Administration of Open Records Act, Federal Election Commission Act, and other federal laws related to elections.
- Provides guidance and advice to local election officials, elected officials, and candidates on the administration of the Texas Election Law.

- Responsible for administration and enforcement of state and federal elections/voter registration laws and provides election/voting technical assistance to local governments and the general public.
- Acts as the filing agent for campaign finance and financial disclosure reports.
- Research, compiles, and generate list, reports, correspondence, and deadlines.
- Plans and directs all office and field operations relating to voter registration, early voting ballots, poll worker recruitment and training, voter outreach, elections mapping, election systems, ballot preparation and tabulation, elections services, and elections logistics.
- Recommends and develops controls, standards, policies and procedures, and budgets related to functions and programs to ensure that areas of operation comply with applicable federal and state laws, regulation, codes and guidelines, and all county policies and procedures, monitors and maintains necessary records.
- Responds to telephone inquiries from individuals with questions about elections and voter registration.
- Purges cancelled voters from voter registration roll.
- Maintains voting history.
- Answers questions regarding election returns, election procedures and legislation for elected/appointed officials, election judges, candidates, news media, and the general public.
- Responsible for compliance with all Justice Department regulations and submissions.
- Working with the District Clerk's Office to update voter roll as shown on jury status.
- Completes the daily duties on the dashboard in Texas Election Administration Management System (TEAM).
- Establish and maintain effective working relationship with diverse groups of people to include the County Election Commission. County Commissioners' Court, state officials, political parties and subdivisions, election workers, and most importantly, the general public.
- **Help in the clerk's office after all election task are complete.**
- Performs other related duties as required.

DISCLAIMER:

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, task, skills, efforts, working conditions, or similar behaviors, attributes, or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope.

Callahan County is an Equal Opportunity Employer (EOC) and does not base hiring decisions on Race, Religion, National Origin, Disabilities, Gender, or Age.