

MCLENNAN COUNTY

New Job Vacancy Elections Specialist

Department: Elections
Vacancy Number: 16-03-B04-1062-235

FLSA Status: Non-Exempt (Hourly Pay)
Salary Range: \$937.51 - \$1,306.26
Bi-Weekly Pay Period + Benefits

Opening Date: March 29, 2016
Closing Date: Until Filled

ESSENTIAL JOB FUNCTIONS:

- Review voter registration applications
- Process – Data Input-permanent records for all New Applications, Changes, Cancellations, Purges from the State, County, Cities
- Image all documents
- Send Correspondence, Recruit Workers and Maintain Lists of Election Workers, Polling Places
- Send Confirmation Cards on Suspended VR
- Review special request applications or problem apps and reply
- Create Voter Registration Reports from VEMACS
- Help incoming customers with applications, corrections and printing of new VR cards
- Answer phones, handle questions and answers
- Sort, stamp, and deliver incoming mail

ADDITIONAL RESPONSIBILITIES: Assists other divisions when needed and other duties as assigned.

LIMITATIONS AND DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position

EDUCATION:

Required: High School Diploma or GED, and four- (4) years' experience in an office and business operation

SKILLS ~ EXPERIENCE:

- Have four- (4) years' experience in an office and business operation
- Must have experience in computer skills and office software.
- Ability to interpret legal documents
- Ability to operate standard office equipment
- Deals with the public in person and by telephone
- Must be able to manage time and work with minimal supervision
- Must also be personally bondable
- Possess excellent communication skills
- The job requires some skill in working with numbers in calculating fees
- Experience with Microsoft Word Systems
- **Preferred:** Knowledge of the Legal System

ENVIRONMENTAL FACTORS: Works mostly indoors in a well-lighted, air-conditioned office.

PHYSICAL DEMANDS REQUIREMENTS: Frequent sitting, standing, walking, occasional bending, carrying, and light lifting while performing various aspects of the job.

To be considered, interested candidates must submit a McLennan County Application to the Human Resources Department. Not every applicant will be interviewed. The hiring department will determine which candidates will be selected for an interview. EOE