

# MCLENNAN COUNTY

## New Job Vacancy

### Elections Administrative Assistant

**Department:** Elections  
**Vacancy Number:** 16-03-B10-1062-234

**FLSA Status:** Non-Exempt (Hourly Pay)  
**Salary Range:** \$1,452.10 - \$1,886.41  
**Bi-Weekly Pay Period + Benefits**

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

#### ESSENTIAL JOB FUNCTIONS:

- Maintain polling location information, standard list of voters and petition verification in VEMACS
- Operates BOSS (ballot software), which includes precinct definitions, district definitions, contest and translation, and MBB (mobile ballot box) production
- Prepares and records election telephone message in English. Coordinate Spanish translations
- Records audio in English for ballot preparation
- Coordinates Spanish translation and audio recording for ballot preparation
- Assists with ballot proofing, including contest/candidate spellings, district/precinct associations, ballot styles and election code requirements
- Oversees voting equipment inventory
- Prepares voting equipment for early voting and Election Day, which includes polling location assignment, diagnostic evaluation, and zero reports
- Organizes, supervises, and participates in voting equipment distribution for Election Day. Conducts back up and reset of electronic voting equipment
- Prepares and prints poll books and standard/customized list of voters in Crystal Reports.
- Coordinates public tests for each election
- Coordinates daily closeout procedures for early voting, including distribution of information to media, candidates and public
- Operates TALLY (tabulation software), which includes election reporting, supervision of provisional ballots, and write-in candidate tabulation
- Collects, stores, and submits SOS required reports, back ups, and audit logs for each election
- Assigns, trains and coordinates troubleshooters for voting equipment
- Diagnose and performs minor repairs on voting equipment
- Attends vendor training to improve knowledge of election equipment
- Organizes machine rentals and ballot setup for local entities
- Trains election workers on voting equipment
- Assists in the re-drawing of precinct lines
- Responsible for election office aspects of purchasing in PeopleSoft

**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:

**Preferred** – Bachelor's degree in political science, business administration, public administration or a related field

#### SKILLS ~ EXPERIENCE:

- Have four- (4) years' experience in an office and business operation
- Must have experience in computer skills and office software.
- Ability to conduct detailed research and accurately analyze complex issues
- Ability to interpret legal documents
- Ability to maintain confidentiality and act with discretion
- 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***

McLennan County Human Resources Department, 214 N. 4<sup>th</sup> St., Suite 200, Waco, TX 76701

Phone: 254.757.5158 Fax: 254.757.5073

Web Site: [www.co.mclennan.tx.us](http://www.co.mclennan.tx.us)