



BREWSTER COUNTY JOB DESCRIPTION

DEPARTMENT: Elections

POSITION TITLE: Part Time Clerk II

POSITION REPORTS TO: Election Administrator

SALARY RANGE: Part-time \$15.25 hourly rate, Non-Exempt position

Under general supervision, this position is responsible for performing a variety of routine and complex clerical/administrative support duties, tasks, and special projects in support of the department. Performs other duties and functions as assigned by the Administrator. Must be able to work well with others from all internal and external departments and requires a professional appearance and professional communication skills.

Essential Duties and Responsibilities

An individual must successfully execute each essential duty satisfactorily to perform this position. Some of the responsibilities for this position include, but are not limited to, the following listed below:

- Regular and on-time attendance; maintaining professionalism at all times.
- Great and assist the public by providing front counter assistance, actively listen to citizens, utilizing good judgment to determine the type of assistance needed. Answer and return phone calls promptly.
- Performs complex clerical recordkeeping essential to the operation of the department, such as the regular maintenance and updating of files and records, verifying their accuracy, assists with digitizing all records, improving the overall office filing systems and organization, process voter registrations, process applications to vote by mail and other development-related applications.
- Sorts and distributes mail.
- Print, scan, mail, and email correspondence of all types.
- Prepare training class materials as needed.
- Works effectively and collaboratively with all County personnel, external customers, and elected/appointed officials.
- Assist with processing, preparation and proofreading of documents such as forms, letters, reports and notices; occasionally run errands for the office and drive to a polling location.
- As directed, attend and participates in training webinars.
- Performs other duties as assigned within scope of the department.

Education and Experience Requirements

A high school diploma or GED equivalent is required. Have a general understanding of Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher and Outlook Calendar). Mental and physical health sufficient to meet the demands of the position.

Knowledge and Skill Requirements

- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Posses excellent writing and oral communication skills.
- Ability to handle multiple projects simultaneously, using good judgement in prioritizing work assignments.
- Ability to perform and complete confidential assignments utilizing utmost discretion.
- Able to explain policies and procedures to citizens or other county employees.
- Elections experience, computer input experience, and Spanish speaking ability are not required, but are a plus.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. Work may routinely require the employee to climb, balance, bend, stoop, and/or kneel.
- The employee must be able to lift up to 25 pounds regularly; additional equipment preparation and handling the employee may be required to push, pull, lift, and/or carry up to 40 pounds.
- There is occasional travel to locations in the county in all types of weather conditions.
- The noise level in the office is usually quiet but varies.
- The focus of the work may have to change on any given day as flexibility is required.

Special Conditions

- Must be a registered voter in the state of Texas.
- For payroll purposes, it is a non-exempt position; position is scheduled to work 28 hours a week.
- Taking time off during election cycles will not be permitted.
- Employee must maintain a valid Texas Drivers License and valid Texas automobile insurance. Employee could possibly use their personal vehicle for required travel for the job.
- May not be a candidate for a public office or an office of a political party, hold public office or hold an office of or a position in a political party. Special rules apply to political contributions.
- Must not have been convicted of a felony in relation to the duties and functions of the elections office,

CONTACT INFORMATION

To apply for this position, you **MUST** submit a **Brewster County Employment Application**, along with authority to release information to:

Brewster County

203 N 7th Street

Alpine, TX 79830

Applications may be downloaded from our website- www.brewstercounty.gov

BREWSTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Job description and job posting statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.