**DEPUTY VOTER REGISTRAR**

Brown County Election Administrators office is currently accepting applications for the position of Deputy Voter Registrar.

Required Tests: Background check & Clerical test will be scheduled later

Looking for an energetic, self-motivated, organized person to join the Election Administrator’s Office Team. This position performs a variety of clerical procedures in the Election Office. Will handle mail, files and correspondence; uses spreadsheets and database to maintain records and to prepare reports. Will Assist the team with all election activities that need to be done with the understanding that there will be late night hours and weekends worked when needed. Bilingual plus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists the Elections Office in the set-up and coordination of early voting; and assists with election-day activities.

Assists the Elections office with the scheduling and timekeeping of the election workers, judges, and temporary staff.

Responsible for the voting process and procedures.

Prepare and issues documents according to established guidelines.

Establishes and maintains moderate records and filing systems to prepare reports when needed.

Work with, orders, receives, and distributes ballots.

Open, sorts, and distributes Election mail.

Works with spreadsheets and/or databases to input or retrieve information.

Conducts research, as needed to respond to routine and non-routine questions about particular areas of responsibility.

Composes and types standardized and/or non-standardized correspondence and any other needed documents.

Assist with inventory of election supplies and recommend for additional supplies needed.

Performs other clerical functions including copying, posting information, picking up and delivering information.

Answers the telephone, makes calls, and assists with inquiries regarding election activities.

**From time to time, the employee engages in more physical tasks required of the Election’s Office, such as moving and loading boxes and voting equipment, delivering/picking up supplies and equipment at the warehouse site, hooking up computers and other auxiliary components, etc.**

May perform other duties as assigned.

**EDUCATION AND/OR EXPERIENCE**

High School diploma or general education degree (GED); plus, a minimum of three years’ responsible clerical work experience, preferably with a government entity; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to establish and maintain moderately complex records and files and to organize data for reports.

Ability to prepare reports independently, complying with reporting guidelines and using judgement to detect and remedy inconsistencies or other problems.

Ability to proofread for completeness, accuracy and content.

Ability to perform moderately complex mathematical calculations.

Ability to operate a computer using standard word processing data inquiry, or spreadsheet software packages.

Excellent ability to communicate orally and in writing.

Ability to interpret and to apply rules, regulations and statutes to routine and non-routine situations

Ability to make judgments regarding appropriate response to moderately difficult questions or situations.

Ability to establish and maintain effective working relationships with other county employees and officials and with the general public.

**SALARY AND BENEFITS**

Starting Salary is $14.70

Thirteen Paid Holidays a Year

Please email your resume with your references to the email address listed below.

An offer of employment is contingent upon successful completion of background checks and reference checks.

.

**Brenda Arp**

**Brown County**

**Elections Administrator**

**Brenda.arp@browncountytx.gov**