

JOB OPPORTUNITY ANNOUNCEMENT

DEPARTMENT: **Elections Administration**

POSITION: **Deputy Clerk**

OPEN: **October 23, 2023**

CLOSE: **Until Filled**

Requirements:

- ❖ Must pass drug screening.
- ❖ High school diploma or G.E.D.
- ❖ Experience in Word, Excel, Adobe, and Data Entry.
- ❖ Customer service experience preferred.
- ❖ Must be able to lift approximately 25 to 35 lbs.
- ❖ Must be willing and able to work long hours when required including weekends.
- ❖ Must be a team player.

Responsibilities:

- ❖ Process all incoming voter cards (new voters and address changes)
- ❖ Process all incoming Statement of Residence Cards
- ❖ Answer any requests by mail.
- ❖ Mail letters relation to voting (exam notices, change of addresses, incomplete applications)
- ❖ Process death certificates from county clerk and cross reference with voter poll and jury wheel.
- ❖ Process Jury Summons Returns and cross reference with voter poll and jury wheel.
- ❖ Work the Task Summary of TEAM to keep up with voters and letters.
- ❖ Work the Instrument Batch of TEAM to make sure letters are being sent.
- ❖ Answer all questions by phone from the public regarding elections.
- ❖ Attend any necessary training classes by the Secretary of State when offered.
- ❖ Stay on top of election changes and election updates via email from SOS.
- ❖ Process changes in voter poll through the felon report given by the County Clerk/District Clerk monthly.
- ❖ When election is near, assist with set up at the early vote polling place(s).
- ❖ Assist with confirming elections workers and polling locations.
- ❖ Assist with setting up Training classes for poll workers. Set up location, call workers to attend, host the class, and go over changes that apply. Answer Q & A by poll workers.

- ❖ Assist the EA in programming voting equipment for early voting and Election Day. Make sure election media are set up correctly in the machine, and make sure that each machine is working properly and ready.
- ❖ Set up the materials for the poll workers to pick up on Election Day. Make sure each polling place will have all the supplies needed for the 12-hour day.
- ❖ Assist with programming pollbooks for those locations that will receive the pollbooks on election day.
- ❖ Assist with programming the pollbooks for early voting. Download the voter lists.
- ❖ Maintain your voter supplies and place orders as necessary.
- ❖ Make sure you have the correct information posted in the local newspapers when the election is near (assist the EA).
- ❖ During early voting, you will make sure that every voter is coded as VOTED, in TEAM, so that you may give this list to any candidate that requests it, 24-hours after the voter has voted. Many candidates will want this information.
- ❖ Update voting history for Early Voters as needed.
- ❖ On Election Day, the Elections Clerk makes a box of supplies for the Central Counting Station. This includes all the supplies that they will need for ballot counting, and signature verifications, etc. You will then take this box of supplies to the CCS and be on standby that day if they request us to pull any voters cards or need any additional supplies.
- ❖ On Election Day, collect all the supplies, at the end of the day (7pm) from the poll workers. This includes the voting machine, the tapes from the machines, and all pizza box items.
- ❖ Post the unofficial final reports on the front counter and via email to requestors when released.
- ❖ Post-election, canvass the votes to the SOS (assist EA).
- ❖ Post-election, assist with ensuring that final tallies and all precinct-by-precinct results are uploaded by the required deadline to the Secretary of State.
- ❖ Assist candidates in their request with PIA's.
- ❖ Assist people from the public to process their Volunteer Deputy status.
- ❖ Other duties as assigned.

**To be considered, you must complete an employment application in full.
Applications may be picked up on the second floor of the Courthouse, Rm 200.
You will be called for an interview.**

Hunt County is an equal opportunity employer

**NO PHONE CALLS PLEASE
PLEASE DO NOT REMOVE**