**Brown County Election Office**

**613 N Fisk Ste 200**

 **Brownwood, Tx 76801**

**(325)646-4333**

**Internal County Opening**

**JOB TITLE**: Part Time Deputy Voter Registrar

**DEPARTMENT:** Voter Registration

**GRADE:** 3

**DATE POSTED:** January 2nd, 2024.

**CLOSING DATE:** UNTIL FILLED

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are NOT intended to reflect all duties performed within the job.

**POSITION SUMMARY:**

Clerk will assist with all Elections and Voter Registration duties to include planning and implementation of local, countywide, and statewide elections.

**RESPONSIBILITIES:**

1. Enter voter registration data: applications, changes, cancellations, and outreach.
2. Maintain Election and Voter Registration files.
3. Maintain voter registration lists yearly, and prior to any elections- provide lists to the public.
4. Assist Elections Administrator with Election programming.
5. Prepare maps and related documents for Election staff.
6. Prepare Early Voting and Election Day supplies.
7. Work required overtime for Election cycles (including Early voting and Election Day)
8. General office duties and customer service- daily operations and community contact.
9. Other duties as required by Elections Administrator.

**EDUCATION:**

High School Diploma or Equivalent

Ability to read/write professionally

Basic Math, filing and record keeping skills.

**EXPERIENCE/SKILLS**

Strong office skills: office machines, computer functions and skills.

Proficient typing skills with basic data entry experience.

Ability to communicate professionally.

Proficient in English, ability to speak Spanish helpful but not required.

Must be able to interpret maps and give directions.

Must be able to work with minimal supervision, handle confidential information.

Must be able to do heavy lifting up to 30lbs

**PHYSICAL REQUIREMENTS:**

Must be able to lift 30 lbs. on a repeated basis

Work required overtime hours to include nights, weekends, and holidays.

**SALARY RANGE: $13.00-$14.00**

Interested employee candidates should contact Election Administrator to proceed with the interview process.

HR Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_