



NACOGDOCHES COUNTY

Job Opportunity

Position: Elections Deputy

Open Until Filled

Department: Elections Office

Type: Part-Time, 25 hours per week

Schedule: M-F, 12pm-5pm with additional hours, including weekends, during election cycles

Starting Salary Range: \$16.53 to \$18.03 per hour, depending on experience

General Description:

The Elections Deputy performs the voter registration duties and functions of the Nacogdoches County Elections Office. The incumbent assists with organizing and conducting voter registration; uses technology-based voter registration systems; assists with preparing for and conducting elections; acts as the administrative assistant for the department; participates in the implementation of programs, policies and objectives for department; and in maintaining compliance with applicable local, state and federal election laws and mandates.

Required Knowledge, Skills & Abilities:

- Knowledge of the Texas Election Code and TEAM (statewide elections/voter registration software)
- Knowledge of federal and state electoral laws, regulations, policies and procedures
- Ability to work objectively in a non-partisan manner
- Ability to effectively interact with co-workers, employees and the public
- Ability to perform presentations and train others
- Ability to maintain confidentiality
- Excellent oral and written communication skills
- Strong organizational skills
- Ability to multi-task and meet deadlines
- Ability to count and enter data into computer
- Skill in using MS Word, Excel, e-mail and additional software

Additional Information:

- Requires ability to work long hours under stress during election cycles, including successive weeks of more than 80 hours each week in general elections
- Requires ability to stand and sit for extended periods of time
- Requires ability to lift up to 40 lbs
- Requires ability to see, speak and hear to interact with co-workers and the general public
- Requires sufficient manual dexterity to operate computers and office equipment
- May be required to stoop, bend, reach, stretch and twist

Qualifications:

- May not be a candidate for public office, hold a public office, or hold an office or position in a political party
- Minimum of one (1) year of experience in an elections office or similar experience
- Valid Class "C" Texas Driver License

Instructions:

Complete a Nacogdoches County Employment Application available at www.co.nacogdoches.tx.us and submit to the address below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961