

# SCURRY COUNTY

## Job Description & Classification

Job Title: Part Time-Assistant Elections  
Administrator (Deadline 12/13/2024)

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### GENERAL DESCRIPTION

Under the direct supervision of the Elections Administrator, the Assistant Elections Administrator performs all activities related to elections and voter registration process. This position works with election judges, county elected officials, candidates, and the general public. The Assistant EA is responsible for learning all aspects of the election office including election coding, input and maintenance of the voter registration databases, administration of early voting in person and early voting by mail, tabulation of election results and preparing final reports. The Assistant EA must develop strategies to implement fair, honest, and transparent elections.

### ESSENTIAL DUTIES

Perform task management in the SOS database system (TEAM) and maintain other voter registration records. Reviews and enters new voter information, voter changes including addresses, name, citizenship, deceased and felony status. Obtain verifications as needed. Assist new voters with voter's applications and change of records, mails voter registration cards and other correspondence

Interact with voters to update addressing and other issues, other agencies, and Secretary of State, as needed

Assist the Elections Administrator in preparing and conducting training of poll workers

Assist in the preparation and closing of election equipment, including lifting and carrying equipment, assist poll workers in pick up and return of equipment, back up of data, processes of clearing and predefining, processing of election results and reports, and maintaining records

Assist in the disbursement and receiving of election equipment prior to Election Day and on election night respectively

Assist in the maintenance of election equipment and retaining records of maintenance

Perform various duties for the public testing, canvassing and election recounts

Assist in preparation of various voter lists, review of information related to petitions, and related duties

Assist in Early Voting and Election Day procedures in accordance with the Texas Election Code

Answer telephone calls, greet and assist visitors and the public

Study and obtain a working level of competency of the Texas Election Code and Secretary of State's regulations associated with it

Perform related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **EDUCATION & EXPERIENCE**

High School diploma or equivalent is required

Minimum three years' office experience

### **KNOWLEDGE, SKILLS & ABILITIES**

Strong computer, verbal and written communication skills, bilingual preferred; strong interpersonal skills and the ability to deal with the public, other employees and elected officials

Strong mathematical skills including adding, subtracting, multiplication and division; ability to choose right mathematical method or formula to solve a problem

Ability to study and obtain a working level of competency of the Texas Election Code and Secretary of State's regulations associated with same

Ability to attend and complete all Election Administration Training

Ability to spend extended time completing data entry

Ability to operate various equipment including but not limited to Personal Computer, Calculator, Multi-lined telephone, Fax Machine, Photo Copier

### **REGISTRATION, CERTIFICATIONS, OR LICENSURE**

Valid Texas Motor Vehicle Operator's license

### **PHYSICAL DEMANDS**

Ability to lift and carry at least 50 pounds; ability to sit or stand for extended period of time.

Ability to work long hours during election cycles which may include weekends, holidays, and evenings.

### **WORK ENVIRONMENT**

Multi-task in high-stress, extremely busy environment for extended periods. Must be able to work evenings, holidays, and weekends during election cycle.

How to Apply: E-mail your resume and application to [lori.botts@co.scurry.tx.us](mailto:lori.botts@co.scurry.tx.us) or bring your resume and application to:

Lori Botts  
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