|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: | | Part-Time Asst. Deputy Elections Administrator | | Immediate Supervisor | | | Tricia Johnson, Election Administrator |
| Department/Group: | | Elections | | Position Type: | | | Part-Time (less than 29 hours weekly) |
| Hourly Range: | | $14.00 | | Date Posted: | | | 08/31/2023 |
| Payroll Contact: | | Amber White | |  | | |  |
|  | |  | |  | | | Position to be filled:  Oct. 1st, 2023 |
| Lamar County is an Equal Opportunity Employer  Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. | | | | | | | |
| Applications can be picked up at the Auditor’s Office or on the website. | | | | | | | |
| Fax or E-mail:  903-737-2451 or lamarcohr@co.lamar.tx.us  Subject Line:  Attention: Part-Time Asst. Deputy E.A. | | | Mail:  Lamar County Auditor’s Office  Attn: Amber  119 N Main Room B05  Paris, TX 75460 | | | | |
| Job Description | | | | | | | |
| Essential Functions of Voter registration   * Maintain accurate voter registration database by entering voter registration applications, address confirmation cards and statement of residence cards into T.E.A.M. (Texas Election Administration Management) * Scan and index voter registration images * Respond to open records requests related to the Public Information Act by calling down reports from T.E.A.M. * Mail letters relating to voting (letters of examination, change of addresses, incomplete applications) * Process death and felony abstracts received from the city, county and state * Print voter lists for cities schools as needed for early voting and election day   Essential Functions in Elections   * Setup election definition in TEAM for all elections countywide * Answer all election related questions via phone, email and fax * Prepare Logic and Accuracy testing of all voting equipment to be used during elections * Prepare election day supplies and schedule delivery to poll workers * Recruit election workers and coordinate the use of polling locations * Program ES&S electronic poll book software for voter check in * Assist in processing mail ballots and maintain a logistical status report for all ballots sent and received * Post all notices required by SOS at the correct locations   **Cont**, Part-Time Deputy E.A.   * Required to work weekends during all elections * Compile compensation information from all election workers and provide a spreadsheet of those workers to give to the auditor’s office for pay * Coordinate, delivery and pick up of voting equipment to and from polling locations before and after Election Day with the assistance of movers   Knowledge, Skills and Abilities Required to Perform the Essential Functions   * **Must** have the ability to use Microsoft programs, Adobe, Foxit Reader, Excel, Word, Chrome * Ability to effectively and tactfully communicate with other elected officials, offices, departments, election judges and voters in answering question concerning technical voter issues, polling locations and voter status   Physical Requirements   * While performing the duties of the position, you are regularly required to walk, sit, stand, bend, stoop, grasp, lift and reach. There will be physical activity with moving and stacking heavy election equipment. Stressful situations are common for this position due to the deadlines and activities associated with elections activity   Recommended Minimum Qualifications   * High school diploma, GED or equivalent * Previous office experience preferred | | | | | | | |
|  |  | | | |  |  | |