

**Karnes County Elections Administration
210 W. Calvert St. Suite 140 Karnes City, TX 78118
(830)780-2246**

JOB TITLE: Full Time Deputy Voter Registrar Clerk

DEPARTMENT: Elections Administration

POSITION SUMMARY:

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

RESPONSIBILITIES:

- 1) Enter voter registration data: applications, changes, and cancellations in both the TEAMs and Vista systems.
- 2) Maintain Election and Voter Registration files daily.
- 3) Process county and state reports for jury responses, felony convictions and deaths.
- 4) Accept Campaign Finance Reports from Elected Officials.
- 5) Maintain voter registration lists monthly, and prior to any elections.
- 6) Process PIR and provide voter lists to public requests.
- 7) Assist Elections Administrator with Election programming.
- 8) Assist with Election training classes.
- 9) Prepare maps and related documents for Election staff.
- 10) Assist with maintaining and putting together Early Voting and Election Day supplies.
- 11) Work required overtime for Election cycles (including Early voting and Election Day).
- 12) General office duties and customer service- daily operations and community contact.
- 13) Process daily mail.
- 14) Process ABBM's in TEAMs and Vista and record info on application and maintain filing system of all ABBM's.
- 15) Login daily and process emails for the ABBM email profile.
- 16) Enter into TEAMs daily the ballot by mail when received, accepted, or rejected. File in appropriate filing system and keep all of the ABBM filing system organized.
- 17) Run BAR daily and cross check names and ballot styles against the application/envelope for accuracy for all Ballot by Mail for each day of the election. Reconcile totals after running report and if any discrepancies notify EA immediately.
- 18) Assist EA with printing and mailing of ballots for all mail ballots.
- 19) Assist EA with log of corrective action for mail ballot voters.
- 20) Assist EA with SVC & Ballot Board members paperwork and set up.
- 21) Keep a log of Election Workers and obtain required documents in an organized filing system.
- 22) Accept and process voter list request and payments for requests. Run reports from TEAMs for the reports.

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. Must be proficient in using Excel.

Ability to communicate professionally.

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

Must be able to interpret maps and give directions. Understand roads and street numbering.

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

Prior Election Work experience is preferred.

PHYSICAL REQUIREMENTS:

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

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