



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120
An Equal Opportunity Employer

Title: Elections Admin Assistant (Front Desk)	Opening Date: September 14, 2021	Application Deadline: Open Until Filled	Job #: 21095
Department: Elections Administration	Starting Salary: \$15.50 to \$17.00 hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING
Position will not be available until October 2021

Brief Job Description: This position presents a professional image as a representative of Bastrop County and Elections Administration; provides exceptional customer service. This position also receives and processes voter applications for registration; and maintains voter lists in accordance with State and County laws.

Knowledge, Skills and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications: Two (2) years previous experience performing general clerical work, data entry and customer service in an office setting; bilingual preferred.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ac5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Elections Administrative Assistant (Front Desk)

Department: Elections Administration

FSLA Status: Non-Exempt

Reports To: Elections Administrator

SUMMARY: Under the direct supervision of the Elections Administrator, this position performs various administrative tasks related to the functions of elections administration. Work involves clerical duties, receiving and processing voter applications for registration and maintaining voter lists in accordance with State and County laws, regulations and policies; public assistance, customer service, and performing other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Elections Administrator;

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Presents a professional image as a representative of Bastrop County and Elections Administration; provides exceptional customer service to internal departments, external associates, and the public, answers and routes incoming calls, takes messages, and greets and directs visitors to the appropriate staff.
2. Receives and processes voter applications for registration; and maintains voter lists in accordance with State and County laws, regulations and policies; **attention to detail is crucial.**
3. Provides Volunteer Deputy Registrar training to those interested in becoming an agent on behalf of Bastrop County.
4. Maintains confidentiality and security of all Voter Registration and Elections Administration information and systems.
5. Provides additional support and performs other Elections related tasks as necessary;

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job. Voting schedule dictates required work hours during elections.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Principles and procedures of office organization and record keeping;
Excellent data entry and proofreading skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Effectively interact with co-workers and the public;
Perform multiple and diverse projects simultaneously with minimal direction;
Meet deadlines and manage stressful situations.
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials such as files or stacks of records; Occasional climbing, stooping, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal and state laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) years previous experience performing general clerical work, data entry and customer service in an office setting; bilingual preferred.

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.