



Victoria County, TX

POSITION PROFILE

Position Title:	Administrative Assistant	Grade:	General – Grade 4
Department:	Elections	Salary Range:	\$15.63 – \$20.05 per hour
Accountable to:	Elections Administrator	Status:	Non-Exempt

Primary Objectives

Performs intermediate work providing clerical and customer assistance necessary in structuring, organizing, and implementing the voter registration process and the county election process.

Supervision Received

Work is performed under the moderate supervision of Elections Administrator.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Process voter registration applications; examine and evaluate incoming registration applications; determine accuracy; verify voter eligibility.
2. Organize and record registration applications; code applications according to precinct; enter valid information on computer; prepare correspondence for applicants and other parties involved in the process; notify applicants of their voter status.
3. Maintain an accurate file system; update and revise files and voter records; process new information as received.
4. Perform the necessary clerical tasks including the preparation of envelopes for mail outs and voter registration certificates.
5. Perform a variety of duties during elections including processing individual precinct lists, preparing sites for early voting, verifying voter eligibility, mailing ballots, processing requests to vote by mail, and maintaining accurate records of all voting transactions.
6. Provide public assistance in responding to calls, questions, and requests for information.
7. Interpret and read city and county maps.
8. Process both incoming and outgoing mail.
9. Stay abreast of new and changing laws and legislation.
10. Count election ballots and prepare for future use.
11. Resolve post election conflicts and restore office to post election condition.
12. Requires some long days, holidays, and weekends during election season.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and moderate (1-3 years) experience required.
- Deputized and Bonded.

- Strong computer skills to include Microsoft Office Suite.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Often
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.