

GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	Date Posted: December 28, 2023 Closing Date: Open until Filled
Position:	Elections Deputy Clerk
Department	Elections Administration
Minimum Salary:	Negotiable, based upon experience.
Duties:	Assists with a wide variety of election related and voter registration duties. Election related duties include assisting with coordinating workers, training, supply and equipment preparation, tracking and reporting. Voter registration duties include heavy data entry, voter registration database maintenance and document management. Communicate frequently with the general public, election workers, county officials and staff and external agencies. Performs general office and administration functions. Duties assigned to employee will vary according to the needs of the office.
Qualifications:	Solid job record that exhibits excellent customer service, interpersonal, oral and written communication skills. Ability to adapt to new procedures and comprehend written guidelines. Strong organizational skills and proven ability to maintain accurate, detailed records and meet deadlines. Dependable, resourceful and able to work in a team environment. Experience with a variety of Microsoft Office programs, 10-key calculator by touch, fax, scanner and copy machine. Ability to type and enter data with appropriate speed and efficiency and proofread. Must be able to maintain strict confidentiality. Spanish speaking a plus.
Physical Demands:	Position requires prolonged sitting, standing, walking, reaching, kneeling and bending in the performance of daily activities. Ability to frequently lift, carry, push and pull supplies and equipment weighing up to 50 pounds.
Requirements:	Must be bondable. Must pass pre-employment drug screen and background check. May not be a candidate for public office or an office of a political party, hold a public office, or hold an office of or position in a political party. Must be or meet qualifications to become a registered voter. Must be able to periodically work outside of the normal 8-5 workday.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, paid holidays and retirement plan.