



JOB TITLE: FRANKLIN COUNTY DEPUTY ELECTIONS CLERK

DEPARTMENT: ELECTIONS ADMINISTRATION

REPORTS TO: ELECTIONS ADMINISTRATOR

STATUS: FULL TIME

PAY: \$14 PER HOUR PLUS BENEFITS

DATE: MARCH 1, 2023

Pick up employee application from the Franklin County Treasures office on the first floor of the courthouse or from the Franklin County website: <https://www.co.franklin.tx.us>
Applications will be accepted until position is filled.

Submit applications via email to yesiv@co.franklin.tx.us, by mail to the office of Franklin County Elections, Yesinia Castro, P.O. Box 1047 Mt. Vernon, Texas 75457. Prior to in person delivery call the Franklin County Clerk's office at 903-537-8357.

Job Summary

Under the direct supervision of the Elections Administrator, the Deputy Elections Clerk performs work related to all activities in the election and voter registration process. This position works with election judges, county elected officials, candidates, and the general public. Responsibilities include, but are not limited to daily voter registrar related duties, assistance in administration of elections including the physical maintenance of election equipment, assistance in maintaining an up-to-date inventory of related materials/supplies and the recruitment/training of election workers. The Deputy Elections Administrator is responsible for learning all aspects of the election office including election coding, input and maintenance of the voter registration databases, administration of early voting in person and early voting by mail, tabulation of election results and preparing final canvassing reports. The Assistant Elections Administrator also assists with the development of the strategic plan to implement fair, honest, and transparent elections to earn and preserve public confidence in the electoral process.

Essential Duties and Responsibilities

Duties may include but are not limited to the following:

- Assists the Elections Administrator in conducting all elections within Franklin County, including Local, State and National elections. This includes preparation and setup required for each election.

- Secure all voting materials, machines, media, voted ballots, tabulators and result files for the Ballot Board Judge(s) and for post-election storage.
- Assists in monitoring the work activities of election workers.
- Preparation of election supplies for all elections.
- Preparation and setup of election equipment for each election.
- Assists with the testing of election equipment to ensure accuracy for all elections.
- The preparation, execution, mailing, receiving and maintaining all records for applications & ballots by mail.
- Record voting history for each election.
- The handling of records management in accordance with the retention schedule set forth by the Texas Election Code and Texas Government Code.
- Assists with the scheduling and conducting of training classes for poll workers.
- Assist in the sorting and filing of forms, reports, correspondence, and other related documents.
- Delivery and pick up of all Election Equipment to all precincts the day before an Election and the day following Election Day
- Inventory election equipment before delivery to and after return from polling locations.
- As needed, assist the Elections Administrator in contacting Early Voting and Election Day Judges, Alternate Judges, and clerks in the disbursement of instructions and information.
- Daily contact with the public and frequent contact with employees in other departments, elected officials, and regulatory agencies in writing, in person or on the telephone to provide service and/or information, exchange routine information, interpret or explain complicated information and establish or maintain relationships as applicable; occasional contact with outside community organizations in person or on the telephone to provide service and/or information and exchange routine information.
- Perform task management in the SOS data base system (TEAM) and maintain other voter registration records. Enter new voter information, voter changes including addresses, name, citizenship and felony status. Assist voters with new applications and records of changes, forward voter registration cards and prepare and maintain all correspondence to affected voters.
- Research data received from the County Clerks' office including abstracts of death, abstracts of applications for probate actions, report of deaths, and any other information received from other county clerks.
- Sort and file forms, reports, correspondence and other related documents.
- Address requests and complaints from the public; disseminate information to the public.
- Answer telephones, direct calls, and take messages.
- Attend all seminars and conferences that are beneficial to the conduct of elections and voter registration.
- Drive to and from polling locations on Election Day if problems arise and run errands for the office throughout the year.
- Operate a variety of office equipment such as PC, calculator, copier, printers, scanner, and other related equipment.
- Other duties as assigned.

Education And Experience Required

- High School diploma or GED required.
- One to two years of office experience, or any combination of equivalent education and experience.
- Strong computer, verbal and written communication skills; strong interpersonal skills and the ability to deal with the public, other employees and elected officials.
- Prior experience or possession of a knowledge of voter registration, election function rules and regulations preferred.

Physical And Special Requirements

- Elections Oath administered by Elections Administrator.
- Must be a registered voter in the state of Texas
- Overtime will be required per needs of the department; overtime may include weekends and evenings.
- Must be bondable
- Must be physically able to operate a variety of machinery and equipment.
- Individual is regularly required to sit or stand for sustained periods while performing job duties.
- Frequently required to lift or move objects of up to 50 pounds, including, but not limited to election equipment, boxes, and stacks of records.