

AMENDED EMPLOYMENT NOTICE-County Clerk's Office

- JOB TITLE: Election Assistant – Trainee
- TERM OF EMPLOYMENT: 4 years; at end of term may apply for position of Election Administrator. Employment as Election Administrator not guaranteed.
- SUPERVISOR: County Clerk
- SALARY: \$17.31 per hour
- HOURS: 8am – 5pm / **5:30am-10pm or later on Election Days** and extended hours during early voting, 1st Saturday in May required; 1 hour for lunch dependent upon the current election.
- JOB REQUIREMENTS: Election experience required. Must have a minimum of a High School diploma; be able to type 45 wpm, computer proficiency, detail oriented, excellent customer service skills; have own transportation and current Texas driver's license; be able to lift 45 lbs, climb stairs, handle pressure and interruptions, possess a strong work ethic and be of good moral character; must be able to exercise tact and courtesy in frequent contact with various county and state personnel, public officials and the general public; must be able to work in a stressful environment, be available extended hours; confidentiality is required. Adherence to the law is to be strictly followed (resources are available) and observance of changes to the law are required.
- Must be physically able to operate a variety of machinery and equipment. This requires being able to exert up to 45 pounds of force occasionally, lift 45 lbs, and/or up to 15 pounds of force frequently, and/or stretch arms, legs or other part of body to grasp objects.
- Must be bondable. Must pass pre-employment drug screen and criminal 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.
- DUTIES: Including but not limited to:
- assist programing ballots
 - filing of Voter Registration Records

- use of the Secretary of State TEAM Voter Registration System
- managing ballots by mail
- assist with maintenance & use of electronic voting equipment
- work all elections including 1 Saturday in May
- travel throughout the state to attend training
- maintain inventory of election equipment, keep statistics
- other duties as needed

BENEFITS: Health and Dental Insurance
Retirement
Vacation and Holiday pay

JOB APPLICATIONS: Applications *with* Resumes may emailed to:
elections@fanninco.net or ~~be~~ turned in to the Fannin County
Clerk's Office,
800 E. 2nd Street, Bonham (Wire & Plastics Building)

Application, Resume, typing test and criminal background check
required

CLOSING DATE: Open until filled

For more information: elections@fanninco.net