

# Elections Deputy Clerk

**Location:** Bonham, TX

**Job Type:** Full-Time Regular, benefited

**Salary:** \$15.40 per hr. paid bi-weekly

**Department:** Office of the Elections Administrator

**Opening Date:** 11/21/2025

## **Summary:**

Assists the Elections Administrator in conducting elections within Fannin County, including local, state, and federal Elections, and maintaining voter registration.

## **Responsibilities:**

Including but not limited to:

- Process new and updated voter registrations
- File and digitize Voter Registration records and other documents
- Perform a variety of data entry tasks
- Process incoming and outgoing mail
- Maintenance of SOS TEAM Voter Registration System; DPS and Texas Online Voter Applications, Live Check TDL Failed Records, and Vital Records
- Assist with testing, maintenance and use of electronic voting equipment
- Assist with training of election workers
- Take public phone calls
- Any additional tasks as assigned

## **Special Requirements:**

- Must be a registered voter
- Must maintain a non-partisan stance in the workplace at all times
- Required to work extended hours and/or weekends as necessary during election seasons
- Able to endure long hours on feet / regularly required to sit, stand, and walk for long periods of time
- Must be able to lift up to 45 lbs.
- Ability to travel throughout the state to attend select trainings
- Have reliable transportation
- Computer literate; knowledge of Microsoft Office

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**Agency:** Fannin County Elections Administration

**Phone:** 903-583-7488

**Application Process:**

To be considered for employment, please submit your resume and an employment application found on the Fannin County website at:

<https://newtools.cira.state.tx.us/page/fannin.Jobs.Openings>

All applications/resumes should be sent to the attention of Cristian Perez Garcia, Elections Administrator, at [cperezgarcia@fanninco.net](mailto:cperezgarcia@fanninco.net).