



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Elections Deputy

**Open Until Filled**

**Department:** Elections Office

**Type:** Regular, Full-Time

**Starting Salary Range:** \$34,379 to \$37,499 per year, depending on experience

benefits: paid health insurance, paid holidays, vacation & sick leave, retirement

#### **General Description:**

The Elections Deputy performs the voter registration duties and functions of the Nacogdoches County Elections Office. The incumbent assists with organizing and conducting voter registration; uses technology-based voter registration systems; assists with preparing for and conducting elections; acts as the administrative assistant for the department; participates in the implementation of programs, policies and objectives for department; and in maintaining compliance with applicable local, state and federal election laws and mandates.

#### **Required Knowledge, Skills & Abilities:**

- Knowledge of the Texas Election Code and TEAM (statewide elections/voter registration software)
- Knowledge of federal and state electoral laws, regulations, policies and procedures
- Ability to work objectively in a non-partisan manner
- Ability to effectively interact with co-workers, employees and the public
- Ability to perform presentations and train others
- Ability to maintain confidentiality
- Excellent oral and written communication skills
- Strong organizational skills
- Ability to multi-task and meet deadlines
- Ability to count and enter data into computer
- Skill in using MS Word, Excel, e-mail and additional software

#### **Additional Information:**

- Requires ability to work long hours under stress during election cycles, including successive weeks of more than 80 hours each week in general elections
- Requires ability to stand and sit for extended periods of time
- Requires ability to lift up to 40 lbs
- Requires ability to see, speak and hear to interact with co-workers and the general public
- Requires sufficient manual dexterity to operate computers and office equipment
- May be required to stoop, bend, reach, stretch and twist

#### **Qualifications:**

- May not be a candidate for public office, hold a public office, or hold an office or position in a political party
- Minimum of one (1) year of experience in an elections office or similar experience
- Valid Class "C" Texas Driver License

#### **Instructions:**

Complete a Nacogdoches County Employment Application available at [www.co.nacogdoches.tx.us](http://www.co.nacogdoches.tx.us) and submit to the address below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department  
Nacogdoches County  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961