

The County of Medina is accepting applications for the position described below:

JOB TITLE: ASSISTANT ELECTIONS ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Under general supervision, the purpose of the position is to assist the Elections Administrator in elections administration. Employees in this classification are responsible for ensuring voting processes maintain a high level of professional election standards to earn and preserve public confidence in the electoral process.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Principles and processes for providing customer service, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Election and voter registration laws are not required but preferred; Elections experience, computer inputting experience, and Spanish speaking ability are not required but preferred; ability to communicate effectively both orally and in writing; ability to use all Microsoft office applications with ease; willingness to learn new task-specific computer applications.

ACCEPTABLE EXPERIENCE AND TRAINING: High school diploma or GED; supplemented by two years' experience of clerical or administrative work, preferably with a governmental entity. Business school, two years of college attendance, or special training may be substituted. Also requires two years' experience in computer and data entry skills.

REQUIRED AND LICENSES: Must be an eligible voter in the State of Texas. Possess a valid driver's license or obtain a State of Texas driver's license within 90 days.

BEGINNING SALARY: Based on experience/qualifications.

CLOSING DATE: Open until filled (Internal Applicants Only)

Applications will be accepted at the Medina County Human Resource Office between the hours of 8-12 & 1-4 Monday through Thursday and Fridays from 8-12 & 1-3. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resource office
1300 Ave M, Room 130
Hondo, TX 78861
(830) 741-6111 ph, (830) 426-3811 fax
www.medinatx.gov

MEDINA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

