

Job

Job

From: cheyenne.lampley@co.panola.tx.us <cheyenne.lampley@co.panola.tx.us>

Sent: Tue, Sep 11, 2018 at 9:14 am

To: Vicki

Job Description.pdf (186.3 KB)

They will work 8-5 Mon-Friday, 8 hours per day. We don't take a lunch, but they will get an hour for lunch. Then on Election Day, they will work 6am-8pm. None of these hours will be over time hours. They will not get more than 40 hours in a one week period. They will get paid \$799 total. This will come from the line that we pay our election workers from. I have enough money in that line already and will NOT need a budget increase.

JOB DESCRIPTION

Job Title: Early Voting Clerk

Location: Courthouse Annex

Job Status: Temp

Dept.: Elections

Pay Range: \$8.50

Date Written: 09/11/2018

Written By: Cheyenne Lampley

Approval(s): Cheyenne Lampley

Job Summary: Help during early voting & on election day

Essential Functions: Receptionist, answer phone, greets the public, checks voters in to vote, help direct voters to the correct location on election day, files voter registration cards, and helps pack election material away for storage after the election.

Accountability: Works under the supervision of the Elections Administrator.

Job Specifications:

Education: High School graduate or Equivalent

Skills: Computer, type 45 WPM, professional telephone skills.

Initiative: To help maintain the integrity of the elections, and run the office efficiently and professionally and be able to adapt to a variety personalities.

Contacts: General public, other county employees, and elected county officials.

Physical Requirements: Able to perform the essential functions as described. To be able to pass physical and drug test. To be able to lift heavy boxes and election equipment.

Mental Requirements: Be able to read, write, spell, read a map, and get along with others. The voter roll has some confidential information, and it is a requirement to be confidential.

Equipment Used: Telephone, computer, copier, adding machine, postage meter, tablet, DL scanner, bar code scanner and document scanner.