



MONTGOMERY COUNTY JOB POSTING NOTICE

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.
MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Elections	JOB GRADE:	16
JOB TITLE:	Assistant Elections Administrator	BI- WEEKLY SALARY:	\$2,891.53 (not eligible for overtime pay)
LOCATION:	Election Central	CIVIL SERVICE:	No
SHIFT HOURS:	Monday – Friday 8:00am – 5:00pm (Extended hours, weekends and holidays as needed)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

You must FIRST take the Montgomery County Clerical Test and pass with the required scores before you can submit an application for this position.

***A VALID PICTURE ID IS REQUIRED TO TAKE CLERICAL TEST!**

TEST TYPE & SCORE REQUIREMENTS FOR THIS POSITION:

Typing: 30wpm Admin: 75% Math: 75% Word: 75% Excel: 75%

<u>Testing Location:</u> Commissioners Court Building 501 N. Thompson, Suite 204 Conroe, TX 77304	<u>Testing Days/Time:</u> Tuesdays, Wednesdays and Thursdays at 8:30a.m. only. *No testing on county holidays.	<u>NOTE:</u> First 15 people in line will be accepted for testing. Testing is on a walk in basis, first come first served.
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Education, Experience and Skill Requirements

- Must have a bachelor's degree and five years of professional office experience, or high school diploma with an equivalent combination of education and progressively responsible office experience
- Must be a U.S citizen and Texas registered voter
- Must meet eligibility requirements for Texas Notary Public
- Excellent spelling and grammar skills
- Attention to detail and accuracy, including proofreading
- Intermediate to advanced proficiency in computer operations, Microsoft Word, Excel, Outlook, Windows, Internet and basic office equipment
- Strong organizational, analytical and time management skills
- Financial and budget management experience
- Ability to multi-task in a challenging environment with difficult deadlines and implement changes on short notice
- Ability to work independently and as an effective team member
- Professional communication skills, oral and written; diplomacy in working with groups of diverse individuals to resolve differences and to maintain good working relationships
- Must be reliable and able to handle heavy stress, work long, irregular hours, evenings, weekends, holidays and mandatory overtime for extended periods during election cycles
- Must have excellent customer service and supervisory experience
- Valid Texas driver's license required
- Physical requirements include lifting/carrying up to 50lbs
- Must be able to travel occasionally

Primary Job Duties

- Assist in coordination, planning, development, conducting and oversight of elections, voter registration and administration of election services contracts
- Verify compliance with all applicable laws, policies, procedures and guidelines
- Assist with ballot design, proofing, testing, tabulation, reporting and ballot security
- Assist with training on early voting ballot board, central counting station and other personnel trainings as needed
- Assign work and oversee efforts of employees and volunteers
- Assist with communications, public relations and public information
- Assist with development and oversight of all departmental procedures and methods
- Assist with interpretation and implementation of laws and regulations
- Assist with county, state, federal and contract finances and funding
- Create and maintain spreadsheet and statistical reports
- Strategic project planning and production related project management
- Attend professional development seminars and professional association meetings
- Assume responsibilities of Elections Administrator during absence
- Perform other related duties and represent the Elections Administrator as required and authorized
- Act in the name of Elections Administrator and perform official acts as may be lawfully done and performed by such Elections Administrator in person, pursuant to Sections 31.035, 31.039, 31.040, and 31.043 of the Texas Election Code

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position Number:	4901-8929-1	Requisition Number:	2713
Date Posted:	1-31-2019	Equal Employment Opportunity Employer	