

**NOTICE OF EMPLOYMENT OPPORTUNITY**

Applications are now being accepted in the office of the Sutton County & District Clerk, for a NEW position of **Election Deputy Clerk**, until the position is filled. Starting salary is based on experience level and negotiable.

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- ◆ Must have high School Diploma, or equivalent. Two – four years related experience in general office procedures and direct contact with the general public.
- ◆ Must have the ability to read, comprehend and research Texas Election Code and Texas Secretary of State regulations associated to the same.
- ◆ Must prepare reports independently, complying with reporting guidelines and using judgment to detect and remedy inconsistencies or other problems.
- ◆ Must have excellent written and verbal communication skills and the ability to work with the public, elected government officials both local and state.
- ◆ Must interpret and apply rules, regulations and statutes to routine and non-routine situations.
- ◆ Must attend and complete all assigned election training including travel to conferences.
- ◆ Must have advanced computer knowledge of all Microsoft applications and Excel.
- ◆ Requires ability to create and organize new procedures.
- ◆ Must be able to work long hours during elections which will include weekends and evenings.
- ◆ Must be able to work under pressure and meet deadlines in stressful situations.
- ◆ Requires ability to lift and carry at 50 least pounds and sit or stand for extended periods of time.
- ◆ Must not be a convicted felon or have been convicted of misdemeanor theft.
- ◆ Must have a valid Texas driver license and be bondable.
- ◆ Requires a professional appearance.
- ◆ Spanish speaking ability is not required.

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Application forms may be picked up at the Sutton County & District Clerk’s Office, located in the Sutton County Annex, 300 E. Oak, Ste 3, Sonora Texas OR request via email [county.district\\_clerk@co.sutton.tx.us](mailto:county.district_clerk@co.sutton.tx.us) OR download at: [https://www.co.sutton.tx.us/residents/employment\\_opportunity.php](https://www.co.sutton.tx.us/residents/employment_opportunity.php)

Submit completed application and resume (optional) to:  
Pam Thorp, Sutton County & District Clerk, 300 E Oak, Ste 3, Sonora, Texas 76950,  
Monday – Friday 8:30 am – 4:30pm OR email to [county.district\\_clerk@co.sutton.tx.us](mailto:county.district_clerk@co.sutton.tx.us)

**AN EQUAL OPPORTUNITY EMPLOYER**

# **SUTTON COUNTY ELECTION CLERK JOB DESCRIPTION**

## **SUMMARY OF POSITION**

Under the direct supervision of the Elections Administrator, the Elections Clerk performs a variety of routine and complex duties related to all activities in the election process. This position works with election judges, county elected officials, candidates, software and hardware support staff and the public. The Elections Clerk provides knowledgeable, administrative support to the department by following established procedures.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform task management in the SOS database system (TEAM) and maintain ballot by mail and ballot tracker records.
- Develop and execute poll worker training classes and class materials.
- Plan and execute the disbursement and receiving of election equipment prior to Early Voting through election night at the four polling locations.
- Supervise poll workers. Duties include scheduling, locating replacement workers and general supervision.
- Prepare, test, open and close election equipment. These tasks include lifting and carrying equipment, assisting poll workers in pick up and return of equipment, back up of data, report production, processes of clearing and predefining and maintaining records.
- Perform various duties for the public testing, canvassing and election recounts.
- Interact with voters to update addressing and other issues, other agencies, and Secretary of State, as needed.
- Execute Early Voting and Election Day procedures in accordance with the Texas Election Code. Following an election, oversee and perform duties related to post election reporting, cleaning out and restocking election kits and supply boxes.
- Maintain appropriate supply inventory.
- Answer telephone calls, greet and assist visitors and the public. Operate a variety of office equipment such as PC, tablet, copier, printers, scanner, and election related equipment.
- Attend and complete all assigned Election Training. This will include multi-day out of town conferences.

## **EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED required. Two to three years' office experience required or any combination of equivalent education and experience. Prior experience or training related to elections administration is preferred.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

- **LANGUAGE SKILLS:** Must have the ability to read and comprehend a broad scope of legal documentation. This position must be able to effectively communicate in written and oral form. Bi-lingual skills a plus but not required.
- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Individual must be able to perform basic accounting skills, be

able to choose the correct mathematical method or formula to solve a problem, balance a cashdrawer and effectively make change.

- **COMPUTER SKILLS:** Advanced knowledge of Microsoft applications, Excel and Adobe Pro is required. Employee must be very comfortable and confident in computer usage.
- **REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Study and obtain a working level of competency of the Texas Election Code and Secretary of State's regulations associated with same.
- Ability to work long hours during elections which will include some weekends, holidays, and evenings.
- Ability to operate various equipment including but not limited to:
  - Personal Computer
  - Multi-lined telephone
  - Copier
  - Election Equipment
  - Ability to lift and carry at least 50 pounds and ability to sit or stand for extended periods of time.

#### **OTHER REQUIREMENTS**

- Regular attendance is essential.
  - Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
  - Must have the ability to work well with others.
  - Must exercise good public relations.
  - Possesses the ability to calm difficult people.
  - Must be able to adapt to software changes and procedural changes regarding the general office and computer within the thirty (30) days of implementation.
  - Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.
  - Must not have been convicted of misdemeanor theft or of a felony.
- \* Requested accommodation to work hours and schedules are considered on an individual basis.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This is primarily a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk to various areas of the County buildings.
- The employee must occasionally lift and/or move up to 50 pounds (election equipment & supplies). Specific vision abilities required by this job include close vision and ability to adjust focus. Work is primarily

conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed, and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

**LEVEL OF ACCOUNTABILITY**

The position allows for general accountability based on a given set of guidelines. Individual is allowed to use professional judgment but is never authorized to make changes to standard office policies.

**APPEARANCE**

The employee must adhere to a professional dress code. The professional atmosphere of the office is dependent upon the employee utilizing good judgment in professional dress, appearance, and speech.

**COMMENTS**

Sutton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**NOTICE:**

This job description in no way states or implies that these are the **only** duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Sutton County Clerk.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

All employment with Sutton County shall be considered "at will" employment. No contract of employment shall exist between any individual and Sutton County for any duration, either specified or unspecified.

**I have reviewed this job description and find it to be an accurate description of the demands of the job.**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

This signed original will be placed in the employee's Personnel File.

# OFFICE OF THE SUTTON COUNTY & DISTRICT CLERK

## Employment Application

Sutton County Annex  
300 E. Oak, Ste 3  
Sonora TX 76950

325-387-3815  
county.district\_clerk@co.sutton.tx.us

### AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all people regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law protect by law.

Employees of this organization are selected in order to accomplish the legal and operational duties established by statute and by the policy choices of the organization's elected officials. Each employee is expected to conduct him/herself in a manner that reflects favorably upon the organization and to recognize that he/she is /are subject to additional public scrutiny in his/her public and personal lives.

APPLICANT INFORMATION										
Last Name			First			M.I.		Date		
Street Address					Apartment/Unit #					
City				State		ZIP				
Phone				E-mail Address						
Date Available			Social Security No.			Desired Salary				
Position Applied for										
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?			
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain			
EDUCATION										
High School				Address						
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree
College				Address						
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree
Other				Address						
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree

**COMPUTER SOFTWARE SKILLS**

COMPUTER SOFTWARE	Name of Software	Your Proficiency with the Software		
Word Processing		Skilled <input type="checkbox"/>	Competent <input type="checkbox"/>	Familiar <input type="checkbox"/>
Spreadsheet		Skilled <input type="checkbox"/>	Competent <input type="checkbox"/>	Familiar <input type="checkbox"/>
Database		Skilled <input type="checkbox"/>	Competent <input type="checkbox"/>	Familiar <input type="checkbox"/>
Other		Skilled <input type="checkbox"/>	Competent <input type="checkbox"/>	Familiar <input type="checkbox"/>

**REFERENCES**

*Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

**JOB RELATED TRAINING**

NAME OF COURSE	YEAR COMPLETED	NAME OF COURSE	YEAR COMPLETED

**PREVIOUS EMPLOYMENT**

Company			Phone	
Address			Supervisor	
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>MILITARY SERVICE</b>	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

**FAIR CREDIT REPORTING ACT**

Disclosure and Authorization Statement

To: All Applicants for Employment *(Please Read Carefully Before Signing Below)*

In processing my application for employment, I understand the employer, its representatives, employees or agents may obtain a consumer report and investigative consumer report for employment purposes concerning my past employment, work habits, education, military record, motor vehicle record, credit background, references, character, general reputation personal characteristics, mode of living, civil judgments, liens, and information about my criminal conviction background consistent with state and federal law.

I understand that upon written request to the employer, I will be informed whether an investigative consumer report through a consumer reporting agency was requested and I will be given information as to the nature and scope of the investigation and a summary-of my rights under the Fair Credit Reporting Act. I understand an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates or others with whom I am acquainted or who may have knowledge concerning this information.

By signing below, I authorize this employer to obtain a consumer report and an investigative consumer report on me as part of the pre-employment background and investigation process. If I am offered employment, I further authorize my employer to obtain additional consumer and investigative consumer reports and updates on me for employment purposes at any time during my employment. A copy of this authorization is as valid as the original.

\_\_\_\_\_  
Name *(please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AUTHORIZATION AND AGREEMENT**

I HEREBY AUTHORIZE YOU TO CONTACT: MY PRESENT EMPLOYERS(S):  YES  NO  
MY PAST EMPLOYERS:  YES  NO

As part of our normal procedure in processing applications, a routine inquiry will be made concerning your background. Former employers, school record offices and personal, school and employment references may be contacted by a consumer reporting agency to verify and obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or to supply grade transcripts. Information will only be available to those participating in the decision or those who process employment applications. As part of this investigation, a check of criminal records will also be conducted by a consumer reporting agency. This agency may keep and use information it supplies to us in this investigation for its own business purposes. Further information such as the name of the consumer reporting agency or the nature and scope of such inquiry, if one is made, is available to you upon written request. You will also be given a separate disclosure and authorization to review and sign concerning any reports prepared about your background for us by a consumer reporting agency that compiled the report.

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquires and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts ae invited to identify their disabilities and special accommodations they fee are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Human Resources Manager.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect in my employment is so denied or terminated.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment agreement will not be valid unless in writing signed by me and duly authorized representative of this employing organization.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.**

SIGNATURE\_\_\_\_\_

DATE\_\_\_\_\_