



**ECTOR COUNTY, TEXAS  
HUMAN RESOURCES DEPARTMENT**

**ASSISTANT CHIEF DEPUTY CLERK (VOTER REGISTRATION CLERK)  
ECTOR COUNTY ELECTIONS OFFICE**

The Elections Office is in need of an Assistant Chief Deputy Clerk. The Assistant Deputy Clerk will be under the supervision of the Chief Deputy Clerk and the Elections Administrator.

**PRIMARY DUTIES:** The Assistant Deputy Clerk will be responsible for assisting all Elections personnel in the daily routine management of the office, assist in developing and implementing policies and procedures, responsible for processing voter applications and change applications, all correspondence, regarding notice of examination and notification of convicted felons and cancellation notice to other counties, assist in all election preparation: assembling voting devices, setting up voting devices for early voting, assembling of judges' packets, and transferring cases and ballot boxes

**MINIMUM QUALIFICATIONS:** High School diploma or GED with a valid Texas Driver's License with an insurable driving record, ability to type 40 wpm with minimal errors, be able to use a 10-key calculator by touch, file alphabetically and have legible handwriting. Must have clerical and computer experience of one (1) year or more in office procedures

**\*Clerical Testing will be given at the time the application has been submitted**

**SALARY:** \$16.86 p/h with benefits; work days & hours: Monday-Friday; 8:00am–5:00pm with occasional evenings and weekends during Elections

**DEADLINE:** Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8<sup>th</sup> Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

**NOTICE:** Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

01/04/2019

Job # 507