

Temporary Election Deputy In accordance with the employment policies of Austin County, notice is hereby given that the Austin County Tax Assessor is accepting applications and resumes for a Temporary Election Deputy. Applicants must have computer skills and be able to multitask.

Applications may be downloaded at www.austincounty.com. Applications and resumes will be accepted at the Tax Assessors office at 804 East Wendt, Bellville, Texas 77418 until position is filled. EEO

Job Description:

Answers telephone in a pleasant manner and greets visitors; routes incoming calls and records messages; responds to emails and faxes as necessary.

Utilizes computerized data entry equipment and various word processing, spreadsheets, accounting software and file maintenance programs to enter, store, and/or retrieve information; maintains pertinent files and records; scans and copies documents as necessary; ensures information is complete and accurate.

Must be detail oriented and organized.

Will be required to set up election equipment used for voting and check-ins during early voting and election day.

Will be responsible for making sure judges are provided proper early voting and election day notices, materials and supplies

Upon conclusion of election will be responsible for storing and placing all election materials in its designated areas.

Flexible and punctual attendance is required during scheduled hours.

Will need to become familiar with Texas Election Law

Performs other related election duties as required.

Must be able to lift/carry up to 50 pounds occasionally.

Position begins January 2020 and runs through December 31, 2020. Hours worked may vary upon need during election cycles.