

COUNTY JOB DISCRIPTIONS

- a) Data Entry Clerk. Must be able to assist with voter registration in the process and preparation of voter registration cards utilizing the Bexar County Proprietary System identified and used by the Elections Department and able to assist with making determinations regarding voter eligibility and verification of identification using a laptop or desktop computer. Must also be able to lift 40lbs with Spanish language skills preferred.
- b) File Clerk. Must be able to process and file returned voter registration cards following a mass mail out as well as prepare and scan said documents. Must have excellent customer service skills to help in answering questions from voters to include making voter eligibility assessments as determined by searching the Bexar County voter registration database and be able to lift 40lbs with Spanish language skills preferred.
- c) Election Day Phone Bank Clerk. Must assist elections officials and the general public with eligibility requirements for the conduct of the election before, during, and at the close of election day by telephone. Must complete an Elections Department training course regarding operation and use of computers for voter search. Must be able to work a day in excess of 12 hours and have excellent communication skills.
- d) Bi-lingual (Spanish/English) Early Voting Computer Operator with high level computer skills. Must possess high-level computer operation skills. Duties will include, but not be limited to data entry, signature verification, customer service, computer program operation and trouble shooting. Must be able to operate a computer and perform data entry with accuracy and attention to detail as well as fluently speak both Spanish and English.