

## COUNTY OF CAMERON



### EMPLOYMENT OPPORTUNITY

DATE: August 30, 2018  
DEADLINE: Until Filled

**POSITION:** SEASONAL ELECTION EXTRA HELP

**JOB LOCATION:** Cameron County Elections & Voter Registration Department

**SALARY:** \$8.00 - \$12.00 Depending on Qualifications

**QUALIFICATIONS:** High School graduate or General Educational Development certificate preferred, and/or at least one (1) year of experience working Elections, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must have general office skills, familiar with MS Word/Excel and other computer programs as needed; Ability to organize work, set priorities, meet critical deadlines; Ability to work well under pressure; Ability to adjust to a rapidly changing environment; Ability to efficiently communicate, verbally and in writing, in both English and Spanish. Physical requirements include lifting/carrying up to 25 lbs. Visual acuity, speech and hearing required, hand and eye coordination and manual dexterity necessary to operate a computer keyboard. Must have a valid Texas Driver's License and complete a criminal background check.

**DESCRIPTION OF DUTIES:** Under general supervision of the Elections Administrator and assigned to the department supervisor, provides assistance to the Department Head and Supervisors in the planning and coordination of overall or individual components of an election, provides support to election poll workers, and will perform other duties as assigned. This is not a Civil Service covered position.

**HOW TO APPLY:** Cameron County  
**Human Resources/Civil Service/Safety Risk Dept.**  
1100 E. Monroe St. Suite 118  
Brownsville, TX 78520

**AA/EEO/MFD EMPLOYER**