



GONZALES COUNTY JOB APPLICATION INSTRUCTIONS

Please read the following instructions before completing the application for employment.

- We appreciate your interest in the employment opportunities with GONZALES County.
- Please complete application in neat, legible print using blue or black ink. In order for your application to be considered complete, you must answer all questions in this application. A resume and/or other documents will **not** be accepted in lieu of a complete application; however, you may submit additional documents with the application. Comments such as "See Resume" are not acceptable and may result in the application being considered incomplete.
- Any information you provide in this application, accompanying documents, and/or given verbally to GONZALES County is subject to verification. Falsification, misrepresentation, or omissions of fact may be grounds for rejection of your application, or subsequent termination of employment if hired.
Employment reference and criminal history check **will** be required.
- This application and any accompanying document(s) submitted for consideration of employment become property of GONZALES County and will **not** be returned to the applicant.
- Completed applications may be hand-delivered, mailed, or faxed to the prospective department as indicated in the job posting. Note: Positions posted with a closing date of "until filled" are subject to close at any time.



GONZALES COUNTY JOB APPLICATION FORM

AN EQUAL OPPORTUNITY EMPLOYER

It is Gonzales County policy to comply fully with all federal, state and local equal opportunity laws. We provide equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law. Gonzales County considers employment applicants solely on the basis of qualifications for the job.

PERSONAL DATA:

Position Applied for: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Phone: _____ Cell Phone: _____

Social Security Number: _____

E-mail Address: _____

Check each type of work you will accept: Full Time Part Time

Minimum acceptable salary: \$ _____ per _____

Are you eligible to work in the United States: Yes No

Has Bond ever been refused: Yes No

Have you ever been employed here before? Yes No Date: _____

Are you a relative of any Gonzales County elected official or employee? Yes No

If yes, describe the relationship: _____

Do you speak a language other than English: Yes No

If yes, what language(s) do you speak: _____

If offered employment, date you are able to begin? _____

Are you willing to travel: Yes No

Have you ever been convicted of, or plead guilty or no contest to a criminal offense other than a traffic offense?* Yes No If yes, provide date(s) and details:

***You may omit convictions for minor traffic violations, unless the position requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of the conviction and the relevance of the crime to the position you are applying will be considered.**

EDUCATION HISTORY

Type of School	Name of School	Location	Number of Years Completed	Major & Degree (If applicable)
High School				
College				
Business or Trade School				
Professional School				
Graduate School				

DRIVERS LICENSE INFORMATION

If the position for which you are applying requires the operation of a motor vehicle, do you have a current Texas Driver's License? Yes No

Type of License: Class C CDL License Number: _____

SKILLS AND QUALIFICATIONS

Summarize any training skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

PROFESSIONAL LICENSES/CERTIFICATIONS

If the position for which you are applying requires possession of a license or certification, please provide the information:

Type of License or Certification	Date Issued	Registration Number	State	Expires MO/YR

EMPLOYMENT HISTORY

Start with your present or most recent employer and work backward. If you need additional space, please continue on separate sheet(s).

May we contact your present employer? Yes No

Employer:	Dates: From:	To:
Address:	Summary of Job Duties:	
Phone Number:		
Job Title:		
Supervisor:		
Reason for Leaving:	Starting Salary:	Ending Salary:

Employer:	Dates: From:	To:
Address:	Summary of Job Duties:	
Phone Number:		
Job Title:		
Supervisor:		
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Address:	Summary of Job Duties:	
Phone Number:		
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Address:	Summary of Job Duties:	
Phone Number:		
Job Title:		
Supervisor:		
Reason for Leaving:	Starting Salary:	Ending Salary:

REFERENCES

List three persons, not related to you, who are qualified to describe your capabilities for the position you are applying.

(1.) Name: _____ Phone: _____

Address: _____ Occupation: _____

(2.) Name: _____ Phone: _____

Address: _____ Occupation: _____

(3.) Name: _____ Phone: _____

Address: _____ Occupation: _____

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to Gonzales County and its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand that by providing my e-mail address, I am electing to receive electronic communications.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

By signing this application, I give permission/authorization to Gonzales County to check for criminal conviction records.

Signature of Applicant: _____ Date: _____

Gonzales County Job Description

Job Title: Deputy Elections Clerk
Department: Elections Administrator's Office
Supervisor: Elections Administrator
Salary: \$18 - \$20/hr

Job Summary

- Under general supervision, the purpose of the position is to assist the Elections Administrator in all aspects of conducting elections and Voter Registration duties. Employees in this classification are responsible for ensuring voting processes that result in maintaining a high level of professional election standards in order to earn and preserve public confidence in the electoral process.

Essential Duties and Responsibilities

Duties may include but are not limited to the following:

- Provides liaison with citizens of Gonzales County, Secretary of State, County offices and community organizations on matters relating to election procedures.
- Assists the Elections Administrator in conducting all elections within Gonzales County, including Local, State and National elections. This includes preparation and setup required for each election.
- Acts within authority delegated in absence of Elections Administrator.
- Assists with securing all voting materials, machines, media, voted ballots, tabulators and result files for the Ballot Board Judge, Central Counting Station and for post-election storage.
- Assists in monitoring the work activities of election workers.
- Prepares election supplies for all elections.
- Assists in the preparation and setup of election equipment for each election.
- Assists with the testing of election equipment to insure accuracy for all elections.
- Prepare, execute, mail, receive and maintain all records for application & ballots by mail.
- Record voting history for each election through TEAM.
- Responsible for preparing and maintaining various reports.
- Handles records management in accordance with the retention schedule set forth by the Texas Election Code and Texas Government Code.
- Assists with the scheduling and conducting of training classes for poll workers.
- Process voter registration applications using the Texas Election Administration Management (TEAM) database
- Determine voter eligibility by checking records including DPS, State, And felony records and the Voter Registration system (TEAM)
- Process and print all documents including Voter Registration Certificates, Notice of Address Confirmation, Notice of Examination, Notice of Incomplete/ Rejection, Notice of Cancellation, and any other documents as associated with voter registration.
- Research any returned certificates.

- Resolve Task Summary as assigned on TEAM including Cancelled Application Maintenance, Possible Deceased, Possible Duplicate, Possible Felon, DPS Applications, Notice of Examinations, and any other tasks associated with voter registration.
- Research data received from the County Clerks' office including abstracts of death, abstracts of applications for probate actions, report of deaths and any other information received from other county clerks. Prepare and maintain all correspondence to affected voters.
- Sort and file forms, reports, correspondence and other related documents.
- Address requests and complaints from the public; disseminate information to the public. Answer telephones, direct calls and take messages.
- Open, reviews, date-stamps, sorts and delivers incoming mail.
- When required, attend all seminars and conferences that are beneficial to the conduct of elections and voter registration.
- Drive to and from polling locations on Election Day if problems arise and run errands for the office throughout the year.

Education and Experience

- High school diploma or GED required.
- Requires 1 year experience of clerical or administrative work, preferable in government.
- Prior experience or possession of a knowledge of voter registration and election function duties preferred.

Skills and Abilities

- Strong computer, verbal and written communication skills; strong interpersonal skills and the ability to deal with the public, other employees and elected officials. Knowledgeable in election rules and regulations.

Special Requirements

- Elections Oath administered by Elections Administrator.
- Must be a registered voter in the state of Texas
- Overtime will be required per needs of the department; overtime may include weekends and evenings.
- Must be bondable.
- Must pass background check
- Must pass physical

Essential Behavioral Expectations

- Gonzales County Election employees are required to be neutral in all elections and with all candidates!
- Gonzales County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Gonzales County employees. Employees are also responsible for but not limited to, the following behavioral expectations; maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used

- Electronic Voting Equipment
- Personal Computer
- Calculator
- Telephone
- Various Printers
- Photocopier
- Scanner

Contacts

- Daily contact with the public and frequent contact with employees in other departments, elected officials, and regulatory agencies in writing, in person or on the telephone to provide service and/or information, exchange routine information, interpret or explain complicated information and establish or maintain relationships as applicable; occasional contact with outside community organizations in person or on the telephone to provide service and/or information and exchange routine information.

Physical Demands

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. Must be able to stand or sit for long periods of time. Must be able to lift up to 65 pounds regularly.

Work Environment

- Work is performed primarily in a climate-controlled private office and on occasion in crowded open work area shared with others. During early voting and election days' work is performed in various locations. During elections the job requires exposure to weather conditions. Worker is subject to physical hazards from traffic. Noise level is moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.