



JOB DESCRIPTION

Job Title: ELECTIONS ADMINISTRATOR
Department: ELECTIONS
Reports to: ELECTIONS COMMISSION

GENERAL SUMMARY

The County Elections Administrator plans, organizes, coordinates, and manages Federal, State, and County elections and all facets of the voter registration processes in accordance with the Texas Elections Code, and other applicable federal, state and local laws and regulations, including administrative direction from the Texas Secretary of State. The Administrator supervises the Elections Office personnel. The Administrator also conducts elections for other governmental entities that may contract with the County for election services. Ensures elections includes input to and maintenance of voter registration databases, training and supervision of poll workers, staffing and logistical preparations for voting, administration of early voting, in person and early voting by mail, supervision of balloting, supervision of tabulation, and preparation of final canvassing reports.

ESSENTIAL DUTIES & RESPONSIBILITIES

Duties may include but are not limited to the following:

- Conducting all elections within Jack County, including local, state and national elections. This includes preparation and setup required for each election.
- Election reporting, to include, but not limited to: election night reporting and precinct by precinct reporting to the Secretary of State's office, election results reporting to the county website and preparing canvass reports for canvassing authorities.
- Secures all Hart Verity Voting machines, election media, voted ballots, Hart Count System, and results files for the Ballot Board Judge, Central Counting Station, and for post-election storage. This includes preparing, completing and verifying all Chain of Custody logs, seal logs and access logs.
- Monitors the work activities of election workers, to include: Early Voting personnel, Early Voting Ballot Board personnel, Election Day personnel and Central Count Personnel.
- Prepares all election supplies for use during Early Voting and on Election Day to include: election supply boxes, ballot boxes, forms, and other materials needed for elections.
- Preparation and setup of all electronic equipment used in an election, to include: Hart Verity Voting Machines and Knowink PollPads.
- Responsible for the testing of each election, to include: Hart Verity Voting Machines, election media, printers, paper ballots, Verity Scanner, and Hart Count System.
- Compile, organize and secure all temporary and permanent election records. Destroy temporary records according to the retention schedule set forth by the Texas Election Code and Texas Government Code. This includes all paper and electronic records.
- Handles the processing of all Ballot by Mail applications. This process includes receiving the application, preparing the ballot envelopes and inserts, mailing the ballot, receiving the returned ballot, and recording all activity in TEAM and on appropriate tracking spreadsheets.
- Communicate with poll workers regarding training, work schedule and polling place procedures.
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ESSENTIAL DUTIES & RESPONSIBILITIES (continued)

- Process voter registration applications daily using the Texas Election Administration Management (TEAM) database. This includes: reviewing applications for completeness, ensuring the accuracy of data entered, verifying residency and verifying the accuracy of jurisdictions assigned to voters.
- Determines voter eligibility by checking records including DPS, State, and felony records and the Voter Registration system (TEAM).
- Processes and prints 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.
- Resolves Task Summary as assigned on TEAM including Cancelled Application Maintenance, Possible Deceased, Possible Duplicate, Possible Felon, DPS Applications, Web Applications, Notice of Examinations, and any other tasks associated with voter registration.
- Researches data received from the District & County Clerks' office pertaining to Jury Summons. Prepares and maintains all correspondence to affected voters.
- Researches 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. Prepares and maintains all correspondence to affected voters.
- Researches any returned certificates or correspondence sent to voters and responds according to current office policies and procedures.
- Maintains accurate and up-to-date voter registration data and files.
- Compile, organize and secure all temporary and permanent voter registration records. Destroy temporary records according to the retention schedule set forth by the Texas Election Code and Texas Government Code. This includes all paper and electronic records.
- Sorts and files forms, reports, correspondence and other related documents.
- Maintains voter registration database and street index; and reviews various maps to properly assign districts to street address ranges.
- Prepare official list of registered voters for use during Early Voting and Election Day including printing, certifying and binding.
- Supervise intake of equipment and supplies on election night. This includes: verifying seals and locks, checking to make sure all equipment and supplies are returned, directing various central count personnel
- Sorts and files forms, reports, correspondence and other related documents.
- Responsible for the process of backing up election on the Verity Count Station
- Perform duties required for mass mail-out procedures of voter registration certificates
- Contact every person in charge of each polling location to confirm use on Election Day.
- Prepare reports for canvass authority.
- Address Commissioners Court keeping the Court up to date as needed, and informing them of any changes necessary to comply with the election laws.

ADDITIONAL DUTIES & RESPONSIBILITIES

- During Early Voting and Election Day processing provisional voters, limited ballots, answering phones and responding to voters' questions, providing support to Early Voting and Election Day poll workers.
- During redistricting, this includes attending meetings, hearings, setup of precinct boundary lines, and implementation of new precincts/districts in the Texas Election Administration Management (TEAM) system.
- Tasks associated to Voter Registration, to include (but not limited to): Processing Voter Registration Applications, Mass Mail-Out, and Purge of Suspense/Cancelled Voters, processing various notices to voters, clean-up and maintenance of voter registration files, as needed.
- Records voting history information for voters, to include: ballot by mail, Early and Election Day voting.
- Assists the Human Resources department with any payroll questions regarding election poll workers.

- Provides public assistance as the primary contact for election issues/questions.
- Process public information requests, as requested.
- Receives inquiries via telephone, email, mail or in person, responding based on knowledge of election & voter registration policies, procedures and laws.
- Provides information or refers callers to proper officials, as appropriate; records and relays messages, as appropriate; receives, sorts, and distributes correspondence.
- Opens, reviews, date-stamps, sorts and delivers incoming mail
- Must be available to work extended hours and/or weekends when necessary.
- 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.
- Attend / present information to include: Commissioners Court meetings, Poll Worker training sessions, Entity meetings/canvass, voter outreach, and Public Hearings.
- Responds to any problems that may arise during elections.
- Performs any other duties as assigned within the scope of the department.
- Attend election law seminar and Elections Administrator Association conference yearly.

EDUCATION AND EXPERIENCE

- High school diploma or GED required.
- Requires two years' experience of clerical or administrative work.
- Requires two years' experience in computer and data entry skills.
- Previous election related experience preferred, not required.

LICENSES AND CERTIFICATIONS

- Possession of a valid driver's license. Must be able to obtain a State of Texas driver's license within 90 days.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Requires knowledge of principles and processes for providing customer services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Requires knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Requires knowledge of basic arithmetic including adding, subtracting, multiplication, division and fractions. Must be able to choose the right mathematical method or formula to solve a problem.
- Election and voter registration laws are not required but preferred.
- Elections experience, computer inputting experience, and Spanish speaking ability are not required but preferred.
- Requires knowledge of modern office procedures and equipment.
- Microsoft Office, to include: Excel, Word, Publisher and Outlook

Skills / Abilities:

- Provide guidance assistance and/or interpretation to others on how to apply procedures and standards to specific situations
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Must be able to work under pressure of deadlines and frequent interruptions.
- Must be able to understand and follow oral and written instructions.
- Must be able to exercise attention to detail in performing assigned tasks.
- Must be able to exercise considerable tact and courtesy in frequent contact with the general public.
- Must be able to establish and maintain effective working relationships as necessitated by work assignments.
- Follow safe work practices including workplace safety policies and procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- Regularly required to talk or hear.
- Regularly required to stand, walk, and sit for long periods of time.
- Stoop, bend, grasp, climb, push and pull. Must follow safety standards.
- Exert physical work in an office environment in a mainly sedentary position.
- Must lift and/or move over 50 pounds over chin height.
- Specific vision abilities include: close vision, depth and color perception, and the ability to adjust focus.
- Must have reliable transportation, as travel is necessary to perform essential functions of the job.
- May be required to work more than 40 hours during the workweek occasionally. Work on Saturday and Sunday.
- Per the Texas Election Code, may not be a candidate for public office or an office of a political party, or hold a public office or a position in a political party.

WORK ENVIRONMENT:

- The noise level is usually moderate
- The focus of the work may have to change on any given day as flexibility is required.
- The stress level is usually moderate to high.

SPECIAL REQUIREMENTS:

- Must be a qualified voter of the State of Texas
- Must not have been convicted of a felony in relation to the duties and functions of the elections office.

Jack County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.