

BURLESON COUNTY

Assistant Elections Administrator

Location: Caldwell, TX

Salary: Depends on experience

Benefits: Retirement, Vacation, Sick Leave, Holidays, Health Insurance

Employment Type: Full Time/FLSA Non Exempt

Department: Elections

Description: Burleson County is accepting applications for the position of Assistant Elections Administrator. This position is administered by and responsible to the County Election Administrator. This position will perform the following duties for the department to include:

A. Assist Elections Department

- Complete assigned duties and special projects; provide input on priorities that help ensure established standards are met
- Learn about Chapter 19 Funds and how they are to be used
- Learn and enforce storage and retrieval system for election records
- Assist and help develop Policy Manuals and Training Manuals

B. Conduct Elections

- Perform the duties of the County Election Officer for organizing and conducting elections for the county and surrounding districts as contracted with when the Elections Administrator is unable to do so
- Learn to prepare Election Notices and where to disseminate them to (Post on website, board, newspaper, etc.)
- Participate and learn Ballot by Mail voting processes
- Coordinate polling location equipment delivery & pickup
- Participate in proofing and accepting Ballots. Prepare ballots for the Public Testing of election equipment known as the Logic and Accuracy Test
- Assist Central Count Station on Election night
- Learn how to reconcile Tabulation reports with Precinct records and to prepare reports
- Disseminate the Unofficial Results on Election night to the Media, Newspaper, Candidates, and the Secretary of State if called (so you will take a copy home with you)
- Learn about the Canvass and how to create that report
- Participate and help prepare for the Mandated Partial Manual Recount
- Learn how to properly store Election Records per the Texas Election Code Sec 66.051, 66.058

C. Voter Registration & Election Records

- Custodian of all election records and voter registration documentation
- Help to maintain the Voter Rolls
- Learn how to record the voter's voting history

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- Maintain confidentiality of records and assure that only those with a legal right may access confidential records
- Keep and maintain up-to-date maps in accordance with Redistricting

D. Continuing Education, Staff, & Training

- Attend annual Texas Secretary of State Election Law Seminar and any other necessary presentations or education opportunities
- Research and interpret Texas Election Code when unsure of how to respond or proceed
- Create forms and documentation when new laws are passed to be in compliance
- Develop a working knowledge of all applicable election software
- Help recruit and train election workers

E. Commissioners Court and Public Communications and Interactions

- Communicate and update Commissioners Court regarding Elections and Legislation when asked
- Effectively manage public relations for the Elections office by providing election information to the public via press releases and interviews with the media
- Answer and assist the general public with voter registration and questions
- Attend Voter Outreach Programs and assist with demonstrations of Election Equipment

Qualifications:

A. Experience & Skills Required

- Prior experience or knowledge of elections and or voter registration 2 years preferred
- Requires ability to multi task and perform a wide range of election duties including but not limited to: working with voter registration, scheduling staff and temporary personnel, training temporary staff, and preparing election supplies and equipment
- Ability to work under pressure and meet deadlines in stressful situations
- Excellent written and verbal communications skills and knowledge in Microsoft Office and Adobe applications with the ability to adapt to new technology for elections
- Must be able to perform duties in a non-partisan manner and exercise tact and courtesy in frequent contact with various county personnel, public officials and the general public
- Must be able to exercise sound judgement and discretion in handling confidential records and abide by any and all requirements set forth in the Texas Election Code
- Requires excellent skills in conflict resolution, customer service, and effectively maintain media and public relations matters
- Regular attendance is essential and the ability to operate basic office machines such as computers, copiers, and scanners

B. Additional Miscellaneous and Physical Requirements

- Extensive amount of overtime during election cycles extended, irregular and weekend hours for voting, election night, election schools, speaking engagements
- Occasional lifting of material 40+ pounds such as equipment, forms and training materials
- Occasional travel required and have a valid Texas driver's license and be bondable and a qualified voter of the state
- May not be a candidate for a public office or an office of a political party, hold public office, or hold an office of or a position in a political party