



## **EMPLOYMENT NOTICE**

The Brewster County Elections Office is currently seeking a Full Time Elections Administrator.

### **SUMMARY:**

Perform supervisory work related to all activities in the election process and voter registration. This position supervises personnel providing guidance for the proper operation of elections and voter registration. Provides oversight of the daily operations of the department and ensures voter lists are maintained in accordance with federal, state, and county regulations and policies. Performs managerial office functions, plans, and directs special projects. Assists with the supervision of all federal, state and local elections in accordance with the Texas Election Code and office procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in planning, organizing, scheduling, assigning, and supervising the work of employees in the county elections office.
- Creates and maintains accurate records, databases and integrated filing systems using various software products in order to provide easy access to records information; Daily process of data entry and scanning of voter registration applications using the voter registration system database.
- Assists with mapping and street files for Elections Office, keeps Voter Registration database street files updated.
- Responsible for special projects
- Assists in the preparation of electronic poll books for elections through coding, hardware testing, and system integration testing.
- Assists in the conduct of early voting at various locations within the county for party primaries and all elections authorized by the federal, state and local governments.
- Assists with the tabulation of Early and Election Day ballots.
- Coordinates distribution of all supplies, materials, and ballots to election workers for conduct of election.
- Prepares and submits election reports as required to the Secretary of State.

- Provides technical support for voting equipment and electronic poll books during Early Voting and on Election Day.
- Operates computer, copier, fax, and other office machines.
- Performs backup for duties of other employees, i.e.: telephone, messages, reception, etc.
- Performs other duties as assigned.

#### **OTHER REQUIREMENTS:**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Advanced and effective interpersonal training, negotiation, conflict resolution and leadership skills. Must have the ability to multi-task in a high stress environment. Mental and physical health is sufficient to meet the demands of the position. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the incumbent is regularly required to sit, stand, walk, bend, stoop, climb, lift, push and pull.

#### **DECISION MAKING:**

The duties and tasks of this position are complex and varied in content but standardized in process and procedures. Employee resolves routine and some complex questions and problems and refers the most complex issues on to higher levels.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Requires thorough knowledge of state and county electoral laws, regulations, policies and procedures concerning elections and voter registration. Must possess excellent writing and oral communication skills; Handle multiple projects simultaneously and utilize good judgment in prioritizing work assignments. The ability to perform and complete confidential assignments utilizing utmost discretion. Exercise good judgment and act independently. Listen and communicate effectively with those encountered in the course of work. Be able to explain policies and procedures to citizens or other county employees. Answer questions to a variety of inquiries over the telephone and in person. Must be able to work well with others from all internal and external departments and require a professional appearance and professional communication skills. Elections Office Experience Preferred.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Graduation from High School or a General Education Development (GED) certificate is required plus progressively responsible government experience relating to election laws and the conduct of elections, including technical experience.

**CERTIFICATES AND LICENSES REQUIRED:**

This employee must be bondable. Pay will be based on experience. The position is open until filled.

To make an application please send a cover letter and resume to:

Greg P. Henington, County Judge  
PO Box 1630  
Alpine, Texas 79831

or email cover letter and resume to:

[county.judge@co.brewster.tx.us](mailto:county.judge@co.brewster.tx.us)

or hand deliver to:

Brewster County Courthouse  
201 W. Avenue E  
Alpine, Texas 79830  
Attn: County Judge's Office