

# THE COUNTY OF DUVAL

## JOB POSTING

**WORKING TITLE: ELECTIONS ADMINISTRATOR**  
**REPORTS TO: COUNTY ELECTIONS COMMISSION**  
**SUBMIT RESUME TO: DUVAL COUNTY JUDGE (361) 279-6204**

---

### **GENERAL DESCRIPTION**

*This position supervises all federal, state and local elections in Duval County in accordance with the Texas Election Code and office procedures. This position is appointed by the Duval County Elections Commission and is considered a flexible schedule, exempt position, dependent upon the election calendar.*

---

### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- 1 Plan, direct and oversee absentee mail voting, early voting and Election Day voting for registered voters.
- 2 Ensure the voter registration rolls are accurate and complete.
- 3 Negotiate, draft and finalize comprehensive election contracts with the cities, school districts, and other local political subdivisions in the county; ensure compliance of contracts.
- 4 Prepare and present memos, reports, notices, and orders for Commissioners Court and the County Election Board.
- 5 Prepare and submit the department budget and invoice the local political subdivisions.
- 6 Address requests and complaints from the public; disseminate accurate and timely information to the public and to employees.
- 7 Recruit, train and evaluate election judges and clerks.
- 8 Program the election ballots and supervise the printing and testing of ballots.
- 9 Prepare voting system equipment for voting and ensure the maintenance and upgrades of equipment. Troubleshoot election equipment during an election.
- 10 Prepare electronic poll books for elections.
- 11 Conduct voter outreach to encourage registration and voting.
- 12 Oversee mailing of voter certificates and redistricting of voter precincts.
- 13 Operate office machines such as computers, copiers, scanners, fax machines and calculators.
- 14 Process, prepare and proofread documents such as forms, letters, reports, and notices.
- 15 Regular job attendance and timeliness is required.

### **ADDITIONAL RESPONSIBILITIES**

- 1 Evaluate, interview, and hire assistants if and when the need arises. Schedule work hours for assistants or clerks if and when the need arises.
- 2 Participate in regional and state election organizations in an effort to network information and provide input.
- 3 Attend the annual Secretary of State's Election Law Seminar in Austin.
- 4 Maintain permanent election records.
- 5 Pick up mail and attend meetings, including Commissioners' Court, Election Commission and Council meetings.
- 6 Assist Commissioners Court in transitioning to and identifying new technology.

### **EDUCATION REQUIREMENTS**

High school diploma or GED required. Associates or Bachelor's degree a plus.

## **EXPERIENCE AND SKILLS**

- Requires four years' experience of election or administrative work, preferably with a governmental entity. Business school, two years college attendance, or special training may be substituted. Elections experience is required.
- 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 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.
- Requires ability to use Microsoft Office: Word, Outlook and Excel software. Computer input experience is required.
- Requires ability to ask for assistance from appropriate sources for information to perform the duties.
- Must be able to clearly communicate verbally with others. Must be an active listener and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Must be able to communicate effectively in writing and understand written information.
- Must have the ability to concentrate on a task over a period of time without being distracted.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position is at the County Elections Office. It involves frequent contact with the public. For payroll purposes, it is an exempt position with variable working hours.

While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. Specific vision required by this job includes both up close and distance vision. The employee is required to be able to stand or sit for long periods of time. The employee must be able to lift up to 15 pounds regularly.

Additionally, equipment preparation and handling require lifting 30 lbs. to a height of 4' up to 20 times a day, three days a week during election season, for three weeks from two to four times per year. Equipment handling also requires handling batteries.

Some election material is stored on high shelves, which requires climbing a stepstool to put things away and get things down. There is occasional travel to locations in the county in all types of weather conditions.

## **SPECIAL CONDITIONS**

Must be a registered voter in the state of Texas. Restrictions exist on the ability to be a candidate for public office or an office of a political party, hold a public office, or hold an office of, or position in, a political party. Special laws apply to political contributions and partisan political activism. Required to be bondable. Position requires business attire be worn to work daily, some exceptions may apply.