

Applications will be accepted through 4:30 PM, November 16, 2018. Applications shall be delivered to the office of the Brown County Judge, 200 S. Broadway, Suite 111, Brownwood, TX 76801. All applicants must include current contact information. Applications may be emailed to jayme.stama@browncountytexas.org. Brown County is an equal opportunity employer.

BROWN COUNTY ASSISTANT ELECTIONS ADMINISTRATOR

JOB FUNCTIONS

- Manage the process of elections of Federal, State and local elections pursuant to the Texas Election Code which involves holding elections, preparing ballot formats, ordering, preparing, and furnishing election equipment and supplies, conducting early voting, preparing election returns for canvassing, and filing Title 15 reports for candidates of the County, as well as being custodian of records of voted ballots and election records.
- Accountable for the voter records as the Voter Registrar of Brown County.
- Build the ballot in the computer system for state and local county elections, as well as ballots for city, school, special utility districts and municipal utility districts as needed.
- Perform testing of the ballots and program each piece of equipment that is to be used in the election.
- Immediately following an election, each piece of equipment used must be backed up and the information saved.
- Preceding an election, program each piece of equipment to the proper polling location.
- Prepare for an election by performing an inventory of ballots, prepare election kits for election judges and clerks making sure all supplies are ordered and included in kits, and preparing ballot boxes for elections.
- During an election, make nightly reports of persons who have voted and balance the reports with voting machine totals.
- Process CD's and/or lists for candidates of voter information per the candidate's request.
- Conduct Election Schools with detailed instructions for the election judges and clerks who work the precinct polling locations.
- Review and make recommendations to the Commissioners Court, changes in precinct voting boundaries in accordance with the Texas Election Code, and work with Commissioners Court during redistricting regarding boundary line changes for Commissioner and Justice of the Peace precincts if necessary.

- Answer questions regarding voter and election procedures, keeping up to date with legislative changes regarding voting and elections, and provide information to the news media for circulation to the general public.
- Submit activity reports to the Secretary of State Election Division. Perform duties required for mass mail-out procedures of voter registration certificates.
- Negotiate contract with jurisdictions for use of Brown County equipment and services.
- Perform duties in a professional manner.
- Responsibilities includes but are not limited to, interviewing, hiring and training employees, planning, assigning and directing work, and addressing complaints and resolving problems.
- Prepare and responsibly utilize the budget for the Elections Administration office.
- Request pre-clearance from Department of Justice for any polling location changes.
- Contact election judges and alternates each election, confirming their desire to help with a particular election.
- Contact every person in charge of each polling location to confirm use on Election Day.
- Coordinate the delivery and return of the voting equipment.
- Oversee recounts of any race if requested by a candidate.
- Oversee manual recounts of any precincts as requested by the Secretary of State.
- Report results of statewide elections to the Secretary of State Elections Division in electronic format.
- Prepare reports for canvass authority.
- Update Commissioners Court as needed, and inform the Court of any changes necessary to comply with election laws.
- Must report for work Monday – Friday 8:30am to 5:00pm.

JOB REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITIES

- Working knowledge of the Texas Election Code, election procedures, local, state and federal government operations and budget preparation for department.

- Experience and skill in supervising staff, organizing and reporting data, and communicating effectively with groups of individuals utilizing tact and diplomacy.
- Manage multiple projects, maintain effective working relationships with employees, department heads, elected/appointed officials, the news media and the general public.
- Proven management and working experience of voter registration records and elections.
- Experience in operating optical scan electronic vote tabulation equipment in conjunction with an election reporting system, and organization, management and supervision of central count vote tabulation.
- Attend election law seminar yearly and Elections Administrator conference yearly.

PHYSICAL REQUIREMENTS

- Occasional lifting of supplies or equipment, normal visual, speech and hearing ability required, and the operation of basic office equipment including computers, telephones, copier, fax, printers, calculators and vote tabulator equipment. Performing these essential duties requires the ability to sit, stand, walk, stoop, kneel, reach and lift.

SPECIAL REQUIREMENTS

- May be required to work more than 40 hours during the workweek. Work on Saturday and Sunday may be necessary to perform some functions of early voting in accordance with Texas Election Code provisions.
- Must have reliable transportation, as travel is necessary to perform essential functions of the job.
- 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.
- Most work is conducted in an office environment; however, some required duties, relative to early voting or Election Day procedures, may not be with an office environment.