



National Association of Election & Voter Registration Officials  
12543 Westella, Suite 100 Houston, TX 77077 281-293-0101 [www.electioncenter.org](http://www.electioncenter.org)

**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE DEPARTMENT**

Dallas County is currently recruiting for the following position:

**Assistant Elections Administrator**

Salary range: \$4,132.47 - \$5,158.52/mo.

**Job Summary:** Coordinates all elections within Dallas County, and negotiates and prepares joint election contracts. Trains election judges, clerks, small jurisdictions and school districts staff; and coordinates the management of the election night return center by providing instruction and follow-up evaluations, and staffing of additional personnel during peak periods. Maintains recording results of county elections and prepares cost analysis and final audit of all major and contracted elections. Provides feedback to the Elections Administrator regarding hiring, evaluating, disciplining, training and terminating staff; and oversees the department in the absence of the Elections Administrator. Maintains books for recording results of county elections; coordinates the preparation of calendars, forms and guidebooks; and prepares statistical reports after each election to the Election Board, Citizen's Election Advisory Board (CEAC) and Commissioners Court. Assists in tracking election legislation, to include maintaining and utilizing State Reimbursement Fund Chapter 19, implementing H.R. 1250 (Handicap Equal Access to Voting Right Act) and serving as the assistant presiding judge of the Absentee Ballot Board. Conducts guided tours, demonstrates equipment to visitors, handles election petitions from groups seeking elections, and serves as a minority community affairs representative. Serves as departmental liaison with the Secretary of State's Office and other election departments throughout the State. Performs other duties as assigned.

**Qualifications:** Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Liberal Arts, Social Sciences or in a job related field of study. Three (3) years of work related experience in administration/public relations, including one (1) year of supervisory experience. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Restrictions exist on the ability to be a candidate for a 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 rules apply to political contributions.

**Closing Date:** Open Until Filled

**TO APPLY:** Visit our website at [www.dallascounty.org](http://www.dallascounty.org) to complete the online application and view a complete list of job vacancies. Starting salary is based on education and experience.  
EOE