



**TARRANT COUNTY**  
Department of Human  
Resources  
100 E. Weatherford Suite  
301,  
Fort Worth, TX 76196-0105  
<http://www.tarrantcounty.com>

**Position Title: ELECTIONS ADMINISTRATOR**

**(Updated-SALARY NEGOTIABLE)  
Department: Elections Board**

*An Equal Opportunity Employer*

**SALARY**

Salary: NEGOTIABLE

**ISSUE DATE:** 02/07/17

**FINAL FILING DATE:** Continuous

**THE POSITION**

The County Elections Administrator, in accordance with Section 31.043, 31.044, 31.045 of the Texas Election Code, shall perform the duties and functions of the Voter Registrar; performs election-related duties that the law requires to be handled by the County Clerk in Counties where there is no Elections Administrator.

**APPOINTMENT OF POSITION:**

The position of County Elections Administrator is filled by appointment of the County Election Commission in accordance with Section 31.031 – 31.038, of the Texas Election Code. The Commission consists of:

The County Judge, as Chair;

The County Clerk, as Vice Chair;

The County Tax Assessor, as Secretary;

And the County Chair of each political party that made nominations by primary election for the last general election for State and County Officers preceding the date of the meeting at which the appointment is made.

**POSITION SALARY:**

**Minimum is \$91,766.48 annually, but is negotiable dependent upon experience.**

The salary for this position is set by the Commissioners Court.

Posting may close at any time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. With assistance from the Secretary of State, interprets and applies the Texas Election Code provisions to election process procedures to protect the voting rights of all County citizens.
2. Serves as the custodian of election records and filing agent for Candidate and Officeholder Title 15 reports.
3. Acts as service provider for election services contracts for political subdivisions within the County.
4. Performs all other related duties involved in the operation of the business as required by law.

**MINIMUM REQUIREMENTS**

Must be a registered voter of the state (Sec. 31.034 Election Code). (*Note: You may apply if currently out-of-state and not a registered voter in Texas*)

May not be a candidate for public office, hold a public office, or hold an office or position in a political party.

Other restrictions apply. (See Sec. 31.035 of the Election Code).

**PREFERRED:** Bachelor's degree, Four (4) years of management experience, and Four (4) years of experience in an elections department or the equivalent.

APPLICATIONS MAY BE OBTAINED AND FILED  
ONLINE AT:  
<http://www.tarrantcounty.com>  
OR  
100 E. Weatherford Suite 301,  
Fort Worth, TX 76196-0105

EXAM #05068  
ELECTIONS ADMINISTRATOR (UPDATED-SALARY  
NEGOTIABLE)  
SG