**Support**

**Job Details**

**Careers at Tarrant County**

**ALL APPLICANTS**

**EARLY VOTING COORDINATOR - Elections**

Proficient in organizing workflow, instructing and directing staff to meet deadlines as prescribed by law and standard operating procedures.

Ability to self-train and be self-motivated.

Must possess good verbal and math skills.

One (1) year experience in a supervisory position preferred.

High School Diploma or GED OR Associate's degree

COULD BE DISQUALIFIED.

**Minimum Requirements**

**Essential Duties and Responsibilities**

Support for the early voting clerks working at remote early voting sites and provides information to operational supervision of the ballot-by-mail processes from the mailing.

Bend, carry, climb ladders, use hand tools, use hazardous machinery, hear, use a keyboard, lift below the waist, lift between waist and shoulder, lift overhead, lift to the side/twist, tolerate noise, pull, push, reach, reach overhead, sit, stand, stoop, talk, use his/her hands, drive a vehicle, walk, work alone and with others, and work overtime.

While performing the duties of this position, the incumbent is regularly required to bend, carry, climb ladders, use hand tools, use hazardous machinery, hear, use a keyboard, lift below the waist, lift between waist and shoulder, lift overhead, lift to the side/twist, tolerate noise, pull, push, reach, reach overhead, sit, stand, stoop, talk, use his/her hands, drive a vehicle, walk, work alone and with others, and work overtime.

**1.** Supervises the daily operations of the Early Voting division and oversees the work production and quantity and quality of work completed.

**2.** Supervises, trains, and evaluates the Early Voting Specialist and temporary staff on the conduct of voting by mail and personal appearance voting.

**3.** Supervises the selection of early voting sites and prepares correspondence sent to each potential location.

**4.** Supervises the pre-sort and assignment of early voting sites.

**5.** Supervises the development of training materials for early voting poll workers and assists the Elections Manager with training sessions for these officials.

**6.** Supervises the process of preparing, printing, and mailing ballots and any special ballots needed for the election.

**7.** Supervises the by-mail ballot printing process, producing blank ballots on demand for mailing.

**8.** Manages document imaging system for ballot-by-mail applications.

**9.** Supervises the by-mail ballot printing process, producing blank ballots on demand for mailing.

**10.** Schedules meetings of the Early Voting Ballot Board and Signature Verification Committee for each election. Prepares materials, posts notices, coordinates and conducts advance voting both in person (at 40 to 60 locations) and by mail.

**11.** Assists the Ballot Board Judge at the Central Counting Station.

**12.** Coordinates technical support for the early voting environment.

**13.** Monitors and documents the progress of early voting division.

**14.** Supervises the use, operation, troubleshooting, maintenance requests, and training for various equipment used in early voting including envelope printers, mailers, and other voting equipment.

**15.** Trains election workers on the use of the early voting environment.

**16.** Performs all other related duties as required.

**Exceptional Qualifications**

- Proficient in organizing workflow, instructing and directing staff to meet deadlines as prescribed by law and standard operating procedures.
- Ability to self-train and be self-motivated.
- Must possess good verbal and math skills.
- One (1) year experience in a supervisory position preferred.
- High School Diploma or GED OR Associate's degree.

**COULD BE DISQUALIFIED.**

**Location**

**Department**

**Address**

Fort Worth, Texas, 76196-0105

**Website**

www.tarrantcounty.com

**Elections Board**

(817) 884-1188

**Tarrant County, TX**

**ACCOUNT**

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