



Careers at Tarrant County

EARLY VOTING COORDINATOR - Elections



Salary	\$22.96 - \$25.26 Hourly	Location	Tarrant County, TX
Job Type	Regular Full-time	Department	Elections Board
Job Number	06322		
Closing	6/14/2019 11:59 PM Central		

[DESCRIPTION](#) [BENEFITS](#) [QUESTIONS](#)

Summary

Provides supervision in the daily operation and management of the productivity and quality of work performed by the Early Voting division which is responsible for conducting advance voting both in person (at 40 to 60 locations) and by mail. Supervises the Early Voting Specialist and provides indirect supervision over a number of temporary employees during early voting for elections and other times as required. Responsible for scheduling work assignments, assigning hours and work locations, and training and evaluating non-exempt and temporary employees. Creates and maintains complex early voting database files. Provides operational supervision of the ballot-by-mail processes from the mailing of blank ballots to the receipt, security, and counting of voted ballots. This position provides support for the early voting clerks working at remote early voting sites and provides information to the public. Supervises and coordinates the activities of and prepares materials for the Early Voting Ballot Board, which evaluates voted ballot-by-mail ballots for compliance with state laws before tabulation.

POSTING MAY CLOSE AT ANY TIME
AFTER A SUFFICIENT NUMBER OF APPLICATIONS ARE RECEIVED

Essential Duties and Responsibilities

- Supervises the daily operations of the Early Voting division and oversees the work production and quantity and quality of work completed. Supervises election planning and scheduling and develops and implements policies and procedures.
- Supervises, trains, and evaluates the Early Voting Specialist and temporary staff on the conduct of voting by mail and personal appearance voting. Performs supervisory responsibility including work assignments, working hours, and training. Evaluates performance of staff and makes recommendations for hiring and termination.
- Supervises the selection of early voting sites and prepares correspondence sent to each potential location. Supervises the preparation of supplies and materials for each early voting site. Provides technical support to early voting sites during elections.
- Supervises the selection of early voting poll workers. Evaluates performance, provides counsel on personnel issues, and makes recommendations for termination of early voting poll workers. Prepares correspondence to early voting poll workers.
- Supervises the development of training materials for early voting poll workers and assists the Elections Manager with training sessions for these officials. Trains other trainers in hands-on procedures to simulate the early voting environment during training.
- Manages the process of electronic transmission (e-mailing) ballots to military and overseas voters using online database management system. Tracks blank ballot from sending e-mail to receipt and security of voted ballot. Manages questions and correspondence related to the process. Coordinates technical processes with vendor and IT Department.
- Supervises the by-mail ballot printing process, producing blank ballots on demand for mailing. Supervises the creation of import and export files to facilitate the printing process.
- Manages document imaging system for ballot-by-mail applications. Manages the daily digital imaging, boxing, storage, and destruction of early voting records in accordance with statutory requirements.
- Supervises the preparation and execution of daily statistical reports and voting rosters for website posting during the early voting period. Tracks statistical data for each election. Prepares materials responsive to open records requests related to early voting.
- Schedules meetings of the Early Voting Ballot Board and Signature Verification Committee for each election. Prepares materials, posts notices, coordinates operations and manages processes of these groups. Assists the Ballot Board Judge at the Central Counting Station. Facilitates Ballot Board review of provisional ballots and supervises the preparation of correspondence to provisional voters to advise whether their provisional ballot was counted.
- Supervises the pre-test and post-test of in-person and by-mail voting systems for connectivity, security, and tabulation accuracy for each election.
- May be required to contact remote drop-off sites on election night in order to track arrival of election judges and collect data for auditing election returns.
- Contacts other political subdivisions contracting with the county for election services to provide schedules and information regarding early voting. Works with these entities to determine need for additional early voting locations.
- Supervises the use, operation, troubleshooting, maintenance requests, and training for various equipment used in early voting including envelope printers, folding machines, mail inserting machine, postage machine, and envelope extractor. Supervises the design, typesetting, and graphics for specialized envelopes for the inserter. Ensures that the postage machine has adequate postage for daily departmental needs. Supervises inventory and ordering of supplies needed for daily operations and election cycles.
- Works with candidates and political consultants to review custom mail ballot applications for accuracy and compliance with statutory requirements.
- Performs all other related duties as required.

Minimum Requirements

NOTE: You must fill out the work history and education sections of application to show you have years of experience/education as required by hiring department or be disqualified.

Associate's degree + Two (2) full-time years of election experience required

~OR~

High School Diploma or GED + Four (4) full-time years of election experience required

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

Must possess good verbal and math skills.

Ability to self-train and be self-motivated.

Ability to tactfully communicate with the public, media and other clients.

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

Knowledgeable of general office procedures.

Working knowledge of Microsoft Office products.

If hired, must provide proof of educational attainment at new hire processing

Tarrant County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudication in the past seven years and may include credit reports, motor vehicle records, employment records and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

Physical Demands and Work Environment & Other Requirements

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.

Agency	Address	Phone	Website
Tarrant County	100 E. Weatherford Suite 301 Fort Worth, Texas, 76196-0105	(817) 884-1188	www.tarrantcounty.com

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[ACCOUNT](#)

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