



Careers at Tarrant County

EARLY VOTING SPECIALIST - Elections

Salary <input type="checkbox"/>	\$20.05 - \$22.06 Hourly	Location <input type="checkbox"/>	Tarrant County, TX
Job Type	Regular Full-time	Department	Elections Board
Job Number	06357		
Max Number of Applicants	100		
Closing	7/17/2019 11:59 PM Central		

<u>DESCRIPTION</u>	BENEFITS	QUESTIONS
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Summary

Expedites early voting mail ballot production using current Absentee and Early Voting software and mail inserter and envelope extractor systems. Assists the Early Voting Coordinator in planning and implementing early voting activities. Prepares imaging and indexing of early voting applications and correspondence. Produces training materials for the Early Voting office. Leads as support for equipment and software required to produce ballots and materials for voting. Sets up reports and databases in Excel and Access.

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

Essential Duties and Responsibilities

- Assists the Early Voting Coordinator in supervising the daily operations of the Early Voting division. Assists in planning and scheduling of early voting resources. Responsible for operations of the Early Voting division in absence of Early Voting Coordinator.
- Arranges for use of early voting locations. Contacts locations to obtain permission for use during early voting and corresponds to obtain written confirmation. Provides technical support to early voting sites during elections.
- Assigns early voting poll workers to early voting sites. Ensures statutory requirements are met in the representation of each political party at each early voting site and that each site has the appropriate number of bilingual workers. Provides each site with appropriate balance of worker capabilities and personalities. Sends correspondence to confirm assignments.
- Verifies time sheets for early voting poll workers and performs data entry of time into payroll company's online timekeeping system. Verifies time reports for in-house temporary early voting staff. Trains in-house temporary workers on the use of the temporary employment agency's online timekeeping system.
- Assists Early Voting Coordinator with training, evaluating, and supervising temporary staff to conduct voting by mail and personal appearance voting. Trains other trainers for early voting poll worker hands-on training. Develops training materials for temporary staff and early voting pollworkers.
- Operates on-demand mail ballot printing system, maintains by-mail voting equipment, creates import and export files to print ballots, ensures security of voted ballots, and scans voted mail ballots for tabulation.
- Supervises the process of electronic transmission (e-mailing) ballots to military and overseas voters using a database/management system. Includes tracking blank ballot from sending e-mail to receipt and security of voted ballot. Handles questions and correspondence related to the process. Coordinates technical processes with vendor and IT Department.
- Assists Early Voting Ballot Board and Signature Verification Committee in the evaluation of mail ballot signatures and voter eligibility. Researches voter registration records as requested by the Ballot Board. Assists Ballot Board Judge during the resolution of ballots that cannot be automatically tabulated and reprints blank ballots for certain ballots to be re-marked by the Ballot Board.
- Performs the pre-test and post-test of in-person and by-mail voting systems for connectivity, security, and tabulation accuracy for each election.
- Assists with the preparation and execution of daily statistical reports and voting rosters for website posting during the early voting period. Assists in the preparation of materials responsive to open record requests related to early voting.
- Oversees, monitors, and maintains inventory of election supplies and orders supplies needed for daily operations and election cycles.
- Supervises, operates, troubleshoots, requests maintenance and trains staff for the various equipment used in early voting including the envelope printers, folding machines, mail inserting machine, postage machine, and envelope extractor. Assists with the design, typesetting, and graphics for specialized envelopes for the inserter. Monitors postage machine's account balance, requests additional postage funds as necessary, and downloads postage from postage machine vendor.
- Supervises document imaging of ballot-by-mail applications. Responsible for the daily digital imaging, boxing, storage, and destruction of early voting records in accordance with statutory requirements.
- Contacts remote drop-off sites on election night to track arrival of election judges and collects data for auditing election returns.
- 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.

- High school diploma or equivalent.
- Three (3) years clerical experience. Experience in early voting is preferred.
- Proficiency in spreadsheet and/or word processing software.
- Must have the ability to multi-task and work under pressure and have the ability to adapt to new procedures and comprehend election laws.

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, 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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