

**Bell County, Texas**  
**Title: Elections Administrator**  
**Reports to: Elections Commission**



**Job Code: 724**  
**Pay Group and Range: 218 - \$58,676 - \$92,414**  
**FLSA: Exempt**

### **General Description**

The purpose of this position is to direct the daily operations of the elections office to ensure the lawful conduct and integrity of Federal, State, County, and local elections. The Elections Administrator performs the duties and functions of the Voter Registrar for the county; performs election-related duties as may be required by federal, state, and/or local law; is responsible for the conduct of elections, to include by is not limited to: preparing ballots, ordering ballots, furnishing and maintaining election equipment and supplies, and filing Title 15 reports for candidates.

Pursuant to Section 31.032, Texas Elections Code, this position is appointed by the Bell County Elections Commission. This position works under the general administrative supervision of the County Judge, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. The functions listed below are not in order of importance or priority. Administration may assign additional functions related to the type of work of the position as may necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Conducts research, as needed, to respond to routine and non-routine questions about a particular area of responsibility and analyze complex issues.
- Identifies impact of issues and decisions on overall election process including the Spanish Bilingual Program.
- Works on legislation and analyzes impacts of potential law changes to elections.
- Provides assistance to Commissioners Court in canvassing precinct election night returns.
- Provides recruitment, training and supervises all poll workers including Bilingual workers.
- Works with spreadsheets and/or databases to input and retrieve information.

**Bell County, Texas**  
**Title: Elections Administrator**  
**Reports to: Elections Commission**



**Job Code: 724**  
**Pay Group and Range: 218 - \$58,676 - \$92,414**  
**FLSA: Exempt**

- Establishes and maintains moderately complex records and filing systems. Utilizes the records to prepare reports on Early Voting and Election Day activity. Uses specialized subject knowledge and/or judgment regarding the interpretations and presentation of such information.
- Uses ballot layout software to prepare ballots, including entry of candidates and proposition translations of ballots and other election information.
- Assists in the set-up and coordination of Early Voting by Mail, including personnel, mail out of applications, ballots, and reports.
- Oversees the coordination, scheduling, and timekeeping of all election workers, judges and temporary staff.
- Assists in the supervision of temporary workers.
- Prepares and issues documents according to established guidelines.
- Assists with the preparing billing and collection of fees for election contracts from other political subdivisions or executive committees of political parties.
- Reconciles and balances money accounts.
- Prepares, presents and manages the annual department budget with the County Clerk.
- Custodian of election equipment and all election records for County Clerk.
- Establishes standards and/or priorities; ensures others meet established standards.
- Attends annual Texas Secretary of State Election Law Seminar and any other functions deemed necessary.
- Responds to election inquiries from candidates, media, and the general public; addresses and resolves complaints and concerns pertaining to election matters.
- Conduct voter registration activities at all times during regular office hours and during elections while polls are open for the eligible public.
- Provide the names of all persons on the current voter registration lists from all the precincts in the county for the jury wheel.
- Assists in the supervision and training of temporary election workers
- Appoint and train public applicants as Volunteer Deputy Voter Registrars.
- Performs related work as required.

**Bell County, Texas**  
**Title: Elections Administrator**  
**Reports to: Elections Commission**



**Job Code: 724**  
**Pay Group and Range: 218 - \$58,676 - \$92,414**  
**FLSA: Exempt**

**Minimum Education, Experience, and/or Qualification Requirements:**

Requires Associate's degree in Business Administration or related major supplemented by four (4) years of experience in elections operations, Court administration, office management or closely related experience.

Must be a qualified voter in the State of Texas.

Must possess and maintain a valid state driver's license with an acceptable driving history.

**Physical Demands:**

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.
- Must be able to work extended hours during election cycles.

**Unavoidable Hazards (Work Environment):**

- None.

**Americans with Disabilities Act Compliance**

Bell County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Apply online at <https://bellcounty.applicantpool.com/jobs/>

**REVIEWED AND APPROVED:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Department Head

\_\_\_\_\_ Date: \_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_ Date: \_\_\_\_\_  
County Judge