ELECTIONS ADMINISTRATOR, Elections Board

SALARY: Salary range up to $164,397 annually

LOCATION: Tarrant County, Fort Worth, TX

JOB TYPE: Regular Full-time

LINK TO APPLY: https://www.governmentjobs.com/careers/tarrant/jobs/4022247

CLOSING DATE: Friday, May 26, 2023 at 11:59 p.m.

BENEFITS: Tarrant County employees enjoy superior health, retirement, insurance benefits & 13 County Holidays

For more information, please click on the link below:

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.

ESSENTIAL DUTIES & 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.

Phone: (817) 884-1188
Website: http://www.tarrantcounty.com