

Brewster County, Texas Job Posting ~~9-12-13~~ 12-13-2017

**Job Posting
Elections Administrator**

Starting Salary Range \$32,000 to 35,000 (commensurate with experience)

Position authorized by Section 31.031 of the Texas Election Code. Selection and General Supervision by the Brewster County Election Commission.

Submit applications at the office of Brewster County Judge Eleazar Cano, PO Box 1630, Alpine, Texas 79831 By delivery 201 W Ave E, Alpine, Texas. By email eleazar.cano@co.brewster.tx.us By Fax 432-837-1127 Phone 432-837-2412

Preferred Qualifications: Bachelors Degree with at least 4 years experience as a Texas election worker or 6 years experience in a management position with responsibility for conducting election services in a Texas jurisdiction. Must be a qualified voter of the State of Texas. Must be able to post a bond set by the Commissioner's Court. Must have a Texas Driver's License and required vehicle insurance. May not be a candidate for public office or an office of a political party or hold public office or a position in a political party. May not participate in campaign activities for candidates or political parties. Must be able to effectively communicate in written and oral form. Bi-lingual skills a plus, but not required. Must have basic accounting skills and be able to perform computer processing and spreadsheet functions, analyze and interpret data, and maintain accurate records and files. Must be able to work independently in the absence of specific instructions and establish and maintain effective working relationships with County employees and the general public.

Job Responsibilities

- * Manages County Elections Office in all respects and reports to the Commissioner's Court and County Elections Commission
- * Keeps Commissioner's Court, Elections Commissions and the public apprised of laws-requirements related to voter registration and election conduct
- * Conducts general elections, special elections, primary elections and runoff elections for the County
- * Prepares and executes contracts for conduct of elections with other governmental entities and political parties
- * Conducts voter registration and maintains voter registration records
- * Communicates with and is advised by the Texas Secretary of State and the Federal Elections Commission
- * Recruits, trains and supervises election workers
- * Operates and maintains all equipment necessary for elections, including electronic voting machines
- * Provides information (including required forms) for the media, for candidates seeking office and for the public concerning voter registration and election requirements. Maintains the registry of election results for all elections.
- * Develops the County Elections Office budget, purchases election supplies, equipment and services
- * Attends required training and conferences

[REDACTED]

**Brewster County
Application for Employment**

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. Please Print.

Name _____

Social Security# _____ Phone() _____

Address _____

City/State/Zip _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed by Brewster County before? Yes Dates _____ No

Do you have a legal right to be employed in the U.S.? Yes No (If yes, proof is required)

Are you of legal age to work? Yes No

Educational Background

High School:

Name and location _____

Date of Graduation _____ Did not graduate

If you did not graduate from High School, do you have a GED? Yes No

College:

Name and location _____

Course of Study _____ Did you graduate? Yes No
Degree or diploma _____ Date _____

Graduate School:

Name and location _____

Course of Study _____ Did you graduate? Yes No
Degree or diploma _____ Date _____

Vocational Training -- other:

Name and location _____

Course of Study _____ Did you graduate? Yes No
Degree or diploma _____ Date _____

Continuing Education: _____

License & Certifications:

Do you have a Texas Drivers License? Yes What type of DL? _____ No

Do you hold any special licenses or certifications? (List) _____

Do you have experience or special skills in Accounting Finance, Human Resources, Risk Management/Insurance or Grant related matters?

If so, please describe your experience: _____

Describe your level of proficiency with computers/IT _____

Are you able to travel to attending training and continuing education related to your employment?
(County pays expenses) _____

Previous Employers and Addresses

If you do not want us to contact your present employer, please write "Do Not Contact" by that Employer's information. List the most recent employer first, and list your employment for the last 10 years.

1. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____
 Position _____ Reason for leaving _____ Last Wage _____

2. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____
 Position _____ Reason for leaving _____ Last Wage _____
3. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____
 Position _____ Reason for leaving _____ Last Wage _____
4. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____

You may attach additional pages if necessary. You may also submit a separate resume and any other information which you believe may be pertinent.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

BY SIGNING THIS APPLICATION, I AGREE THAT THE COUNTY MAY CHECK MY BACKGROUND AND CRIMINAL HISTORY.

WHERE CAN WE CONTACT YOU? _____
(PLEASE LEAVE PHONE NUMBERS) _____

APPLICANT'S SIGNATURE _____
DATE _____