

EMPLOYMENT NOTICE
Fannin County Clerk's Office

- JOB TITLE:** Election Administrator
- SUPERVISOR:** County Election Commission; County Judge
- SALARY:** Up to \$58,656, dependent upon experience; Salary EXEMPT
- HOURS:** 8am – 5pm / **5:30am-10pm or later on Election Days** with extended hours during early voting; 1 hour for lunch
- JOB REQUIREMENTS:** Must have a minimum three years working in an elections environment, college degree preferred—management experience may be considered in lieu of degree; pass a criminal background check and be bondable; must be non-partisan; computer proficiency, detail oriented, excellent customer service skills; have own transportation and current Texas driver's license; preferably able to lift 50 lbs. and climb stairs, handle pressure and interruptions, possess a strong work ethic and be of good moral character; must be able to exercise tact, courtesy, and respect in frequent contact with various county and state personnel, public officials and the general public; must be able to maintain composure and work in a stressful environment; be available extended hours; confidentiality is required. State election laws and election code are to be strictly followed and observance of changes to the law are required. TEXAS Registered Election Official (REO) certification desired. Must be a registered voter in Texas.
- DUTIES:** Including, but not limited to:
- program ballots
 - filing of Voter Registration Records
 - use of the Secretary of State TEAM Voter Registration System
 - managing ballots by mail
 - assist with maintenance and use of electronic voting equipment
 - work all election days
 - assist in recruiting, training, and supervision of clerks, election judges, and poll workers
 - travel throughout the state for required training as needed
 - maintain inventory of election equipment
 - prepare annual budget
 - contract with local entities and parties for election support
 - file all required state paperwork
 - analyze data and maintain local statistics
 - familiarity with HART and KnowInk equipment preferred
 - other duties as needed
- BENEFITS:** Paid Health and Dental Insurance; paid vision exams
Vacation, Holiday, PTO, and Wellness pay
Retirement with matching contributions (paid at time of retirement)

Other types of Insurance available

CLOSING DATE: April 15, 2025 or until filled.

Application (<https://www.co.fannin.tx.us/page/fannin.Jobs.Openings>) *with* complete resume, three professional letters of reference, and questionnaire (<https://forms.gle/7P9jS6aMF8zk6tLF7>) may be submitted to:

Fannin County Clerk's Office, 800 E. 2nd Street, Bonham, TX 75418

Or e-mailed to:

jgarner@fanninco.net

***Texas Election Code**

Sec. 31.035. RESTRICTIONS ON POLITICAL ACTIVITIES. (a) A county elections administrator may not be a candidate for a public office or an office of a political party, hold a public office, or hold an office of or position in a political party. At the time an administrator becomes a candidate or accepts an office or position in violation of this subsection, the administrator vacates the position of administrator.

(b) A county elections administrator commits an offense if the administrator makes a political contribution or political expenditure, as defined by the law regulating political funds and campaigns, or publicly supports or opposes a candidate for public office or a measure to be voted on at an election. An offense under this subsection is a Class A misdemeanor. On a final conviction, the administrator's employment is terminated, and the person convicted is ineligible for future appointment as county elections administrator.

(c) In this section, "candidate" means a person who has taken affirmative action, as described by the law regulating political funds and campaigns, for the purpose of gaining nomination or election.