



JOB ANNOUNCEMENT

The Liberty County Human Resources Department is now accepting applications for the positions described herein. Liberty County is an Equal Opportunity Employer.

JOB TITLE: ELECTIONS ADMINISTRATOR

SALARY: \$60,000.00 per year/Full-time position

Duties include:

- Conduct all elections for Liberty County in a professional, unbiased manner in accordance with federal, state, and local laws
- Manage the Elections Administration Department in accordance with federal and state laws and county rules and regulations
- Facilitate the voter registration for Liberty County
- Write and submit reports to the Texas Secretary of State and other election entities
- Utilize county computer and election systems to process elections
- Recruit and train election workers, as well as inform the voters on the elections and how to utilize the election systems

Qualifications and Education Requirements:

Must be a qualified voter in the State of Texas.

High School Diploma necessary. Post-secondary education preferred.

Experience with the election process preferred.

Excellent verbal communication skills necessary.

Knowledge of computers and computer applications necessary.

See attached Notice of Legal Restrictions on the Activities of an Election Administrator.

Accepting applications until November 11, 2019, at 5:00 P.M. An extensive background check will be conducted on each applicant. A satisfactory drug test will be required as a condition of employment.

Applications may be obtained from the Treasurer's Office, the Liberty County Clerk's Office at the Liberty Courthouse and Cleveland Annex, or the county website at www.co.liberty.tx.us. Submit original applications only to the Human Resources Department at 1901 Cos Street, Liberty, Texas 77575.

NOTICE OF LEGAL RESTRICTIONS ON THE ACTIVITIES OF AN ELECTION ADMINISTRATOR

An Election Administrator is subject to the laws of the State of Texas and the United States, including, but not limited to, Section 31.035 of the Texas Election Code as follows:

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.