

# GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

	Date Posted: June 24, 2026 Closing Date: Open until Filled
Position:	Deputy Elections Administrator
Department	Elections
Minimum Salary:	Negotiable, based upon experience.
Duties:	Supervises activities of all employees and creates work schedules and assignments. Prepares contract cost estimates and submits actual cost records for payment. Evaluates and sets performance goals for permanent staff. Responsible for creating developing and maintaining standardized documentation procedures for voter registration and early voting in accordance with statutory law. Coordinates the early voting and Election Day procedures in accordance with Texas Election Code. Establishes training and evaluation methods for permanent and temporary employees. Processes payroll by calculating and verifying time sheets and preparing and approving work schedules. Assists Election Administrator with the preparation of the department budget. Maintains Secretary of State Reimbursement Funds records. Oversees the selection of polling location and poll workers. Orders ballots as necessary and develops election ballots and procedures. Answers phone calls and responds to email, mail and prepares correspondence as necessary. Regular and punctual attendance is required.
Qualifications:	Requires thorough knowledge of State and County electoral laws, regulations, policies and procedures. Requires thorough knowledge of ethical guidelines applicable to the positions as outlined by professional organizations and federal, state and local laws rules and regulations. Solid job record that exhibits excellent customer service, interpersonal, oral and written communication skills. Ability to adapt to new procedures and comprehend written guidelines. Strong organizational skills and proven ability to maintain accurate, detailed records and meet deadlines. Dependable, resourceful and able to work in a team environment. Experience with a variety of Microsoft Office programs. Requires considerable knowledge of the principles of supervision, organization and administration. Requires knowledge of and is able to initiate the common requirements policies and procedures of the news media regarding information pertaining to voter registration and election results. Must be able to maintain strict confidentiality. Spanish speaking a plus.
Physical Demands:	Position requires prolonged sitting, standing, walking, reaching, kneeling and bending in the performance of daily activities. Ability to frequently lift, carry, push and pull supplies and equipment weighing up to 50 pounds. Must be physically able to operate a variety of machinery and equipment.
Requirements:	Must be bondable. Must pass pre-employment drug screen and background check. May not be a candidate for public office or an office of a political party, hold a public office, or hold an office of or position in a political party. Must be or meet qualifications to become a registered voter in Texas. Must be able to periodically work outside of the normal 8-5 workday.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, paid holidays and retirement plan.