Human Resources
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Elections Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCM113	**Elections**	**Elections Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**July 8, 2026**

The Elections Coordinator will lead and mentor election support staff in adherence to New Mexico state statutes, including election-related deadlines, election day duties, election law updates, ballot questions and constitutional amendments. Perform day-to-day duties that may include voter registration, warehouse services, data management, and other election related tasks as necessary. Provide directions for training related to voter registration, same-day registration, forms, instructions, and other materials concerning the election process.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides assistance in managing duties related to the conduct of elections under the jurisdiction of the County Clerk.
- Reviews the State Elections Code and the Federal Voting Rights Act to ensure compliance. Assists in preparing instructions for staff, poll officials, and voters.
- Ensures polling locations are properly staffed and coordinate additional training as needed.
- Assists in the preparation and tracking of registered voters, absentee voters, election officials, polling places, and voter signature rosters.
- Develop training materials and lead various Poll Official training classes as assigned by the Training Manager.
- Receives and accepts Federal Post Card Applications and sends Federal Qualified Electors election ballots pursuant to the Uniform Military Overseas Voters Act.

- Assist in the procurement and distribution of election supplies and equipment as required by the Election Code and other legislative mandates. Maintains a perpetual inventory of election and voting machine supplies.
- Interact with public and private groups to disseminate information regarding the election process.
- Leads the initial preparation, layout, format, and design to ensure compliance for Voter Registration pursuant to statute.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Six (6) years of work experience in business/office administration, government, or a related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is primarily performed indoors on flat, hard surfaces in a climate-controlled environment.
- Subject to outdoor weather conditions during troubleshooting on election day or when addressing voting machine issues.
- Work is primarily performed independently, with minimal supervision.
- Use of a County vehicle may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes photocopiers, fax machines, computers, telephones, and calculators.
- Materials handled include files, forms, reports, other paperwork, and various basic office supplies.

Additional Description

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Six (6) years of work experience in business/office administration, government, or a related field.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Compliance with the County's safety guidelines.
- Completion of required FEMA training(s) assigned to the position.

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- Work is primarily performed indoors on flat, hard surfaces in a climate-controlled environment.
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