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Elections Technician Senior

JOB CODE	JOB FAMILY	PROFILE
JCV410	**Elections**	**Elections Technician Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**September 18, 2026**

Elections Technician Senior coordinates activities related to election functions. Trains election workers on voter registration, absentee and early voting, polling location setup, and the Voter Registration Outreach Program. Assigns work to election workers and staff as needed.

Job Description

DUTIES AND RESPONSIBILITIES

- Identify voting locations for regular and special elections in Bernalillo County. Research and select polling places that comply with the Americans with Disabilities Act (ADA). Renew or initiate agreements with public and private entities.
- Recruit and train poll workers. Ensure payment for services is arranged. Supervise workers and assign statutorily required duties for pre-election, election day, and post-election activities.
- Coordinate all aspects of absentee and early voting, including voter turnout projections based on historical trends. Allocate resources, issue and track ballots, and oversee reporting and closing of voting returns.
- Coordinate voter rights compliance, outreach efforts, and third-party registration programs. Plan and conduct outreach events, trainings, and presentations.
- Research and compile election data, analyze information, prepare reports, and coordinate data exchange with election system databases. Review data for accuracy.
- Maintain databases, prepare correspondence, process purchase requisitions, order supplies, obtain vendor quotes, manage time cards, and monitor budget expenditures.

- Interact with the public, county departments, and election officials regarding the election process.
- Maintain official documents, including policies, procedures, project plans, files, and internal records, in accordance with records retention and inspection laws.
- Handle sensitive or confidential records, plans, documents, or decisions, and maintain confidentiality of all sensitive information.
- ***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.
- Four (4) years of work experience in office administration, information technology, 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:

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- Employee must comply with the safety guidelines of the County.
- Employee must complete required FEMA training(s) as assigned to position.
- Must have a valid New Mexico driver's license and maintain a valid license while employed in this position.

WORKING CONDITIONS

- Shift work is required.
- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpet or tile. Working surface is typically dry.
- Worker often works alone, both with or without directions from supervisor or with a team of individuals.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, and photocopy machine, fax machine calculator, microfilm equipment and postal equipment.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various types of paperwork, and a wide variety of basic office supplies.
- Operates a County vehicle as necessary.