Custer County, Montana
1010 Main Street
Miles City, MT. 59301

Election Administrator

September 2025
Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential functions.

Job Title:	Election Administrator	FLSA Status:	Non-Exempt
Department:	Election and Voter Services	**Reports to:** Custer County Board of Commissioners	
Grade:	Grade 15 – Entry $27.62		

JOB SUMMARY:
Election Administrator: Custer County is seeking to hire an Elections Administrator. This position is responsible for the administration of Federal, State, County, City and special district primary and general elections in Custer County according to Federal and State election laws. The Department also assists in elections for school districts. The Elections Administrator manages all facets of the voter registration process in Custer County in accordance with Montana Election Codes and other applicable Federal, State, and local laws and regulations, including administrative direction from the Montana Secretary of State.

Supervision Received: Reports directly to The Custer County Board of Commissioners, the governing body for Custer County.

Supervision Exercised: Responsible for supervising and training election judges and assists the judges at the polling places during elections. Manage county personnel related to election work.

ESSENTIAL FUNCTIONS (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Register and process voters and verify registration to ensure fair elections take place in Custer County according to policies and laws. Maintain current knowledge of voter registration and election rules and policies set by the State of Montana, the Secretary of State's Office and Federal Election Commission.
- Resolve problems arising from the registration process including follow up on missing information, mail rejected affidavit letters, and conduct research regarding prior registration.
- Coordinate all elections in Custer County. Process state and local petitions according to statutory guidelines. Prepare news releases, fact sheets and information for the public.
- Design ballot layout and proper rotations; oversee printing of ballots and conducts testing of ballots and election equipment to ensure accuracy.
- Conduct absentee or mail ballot voting process, receiving ballots by mail or in person.
- Attend state election training including workshops, seminars, and educational sessions to keep updated on practices, procedures and innovations in registering voters, administering elections, recruiting and training election judges and other matters related to the election process.
- Provide state mandated election certification training for county election judges.
- Monitor election supplies and equipment including coordinating repair and/or replacement when necessary.
- Manage election records.
- Work with Custer County GIS to update voting district maps after legislative boundary or other district changes/additions.
- Report election activities and schedules to the Board of County Commissioners and prepare materials for meetings with Custer County Board of Commissioners.
- Maintain strict confidentiality of information.

PHYSICIAL DEMANDS AND WORKING CONDITIONS:
The physical demands described here are representative of those that must be met to perform successfully the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The work environment is generally an office environment;

The noise level in the work environment varies from low to moderately loud;

Manual dexterity which permits the employee to operate a keyboard, produce handwritten documents and handle presentation materials;

Clarity of speech and hearing that permits the employee to communicate well with elected officials, supervisors, employees, and the general public;

This position will require over-time hours including weekends during election season, as needed to meet various deadlines.

MINIMUM QUALIFICATIONS:
- Bachelor's degree preferred, or in lieu of degree, four years' experience in an office setting with progressively responsible experience in managing multifaceted projects that require communication with multiple departments/agencies.
- Detail-oriented with excellent research and problem-solving skills.
- Proven ability to meet deadlines under pressure.
- Ability to manage long-term projects while balancing daily tasks.
- Proficient in Microsoft Office Word, Excel, and Outlook.
- Knowledge of modern office procedures, practices, and equipment.
- Work experience with filing systems, filing procedures, electronic file management, and file retention.
- Must be a registered voter and resident of Custer County.
- Must possess a valid Montana Driver's License or the ability to obtain one within six months.

PREFERRED QUALIFICATIONS:
- Comprehensive knowledge of election laws, elections department processes and procedures.
- Work experience with a client management software and utilizing the reporting functionalities within the client management software.
- Knowledge of standard bookkeeping principles, practices, and procedures.
- Experience working in a legal setting.
- Experience with operations and functions of county government.

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