



Williamson County Job Description

Department/Office: Elections

Job Title: PIA Coordinator

FLSA: NE Pay Grade: B.26

Effective Date: 05/01/2026

JOB SUMMARY

Reporting directly to the Elections Administrator, responsible for managing and processing requests for public information in compliance with the Texas Public Information Act. Understanding and following all legal guidelines on the proper handling of sensitive information and maintaining the highest level of professionalism. Ensures transparency, accuracy, and timely responses while coordinating with internal departments, legal counsel, and requestors. This position also assists with record retention practices and ensures adherence to all applicable laws and regulations of the Texas Election Code, Texas Administrative Code, and the Texas Public Information Act.

EXAMPLES OF WORK PERFORMED

- Receives, logs, evaluates, and processes all Public Information Act (PIA) requests.
- Reviews requested records to determine responsiveness, confidentiality, and applicable legal exceptions.
- Maintains organized records of requests, responses, and associated documentation in accordance with retention schedules.
- Ensures all responses are complete and accurate.
- Coordinates with internal stakeholders to locate responsive documents.
- Ensures all deadlines mandated by statute are met.
- Builds and maintains strong relationships with the County Attorney's office, the County IT Department, and other County Departments as required.
- Maintains a current understanding of all laws, advisories, and best put forth by the Secretary of State's office and the County Attorney's office on fulfilling Public Information Requests.
- Conducts analysis and research to determine the best methods to fulfil extensive requests.
- Provides guidance to staff on proper handling of records and confidentiality procedures.
- Prepares correspondence, cost estimates, clarifications, and status updates to requestors.
- Maintains a clear chain of custody on physical documents.
- Cross trains with office staff in other areas to ensure continuity of departmental operations.
- Communicates frequently via telephone, e-mail, and in person with the public.
- Answers questions and concerns via email, phone, or in person in a timely and professional manner.
- Creates best practices for records management policies and procedures.

ORGANIZATION RELATIONSHIPS

- Reports directly to – Elections Administrator
- Direct Reports – No

PHYSICAL DEMANDS

- Position involves frequent sitting, standing, walking, climbing, bending, heavy lifting, and operating equipment.
- Position involves safely operating a motor vehicle.

ENVIRONMENTAL FACTORS

- Work is primarily indoors.
- May be required to perform some work outdoors in inclement weather (heat, cold, wet conditions).



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Regular travel between work sites is required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- Associate degree in Government, Public Administration, Business Administration, or a related field and one (1) year of coordinating or training experience; OR an equivalent combination of education and experience.
- Knowledge of Texas Election Code, Texas Public Information Act procedures, and Texas State Library and Archives policies.

LICENSES AND CERTIFICATIONS

Required within thirty (30) days of employment

- Valid Texas driver's license

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field
- Two (2) years of experience working within law, Public Information, or related field.
- Prior experience working in Elections and/or public-sector environment.
- Registered Election Official (REO) Certification within two (2) years of employment.
- Certified Elections Registration Administrator (CERA) Certification within five (5) years of employment.

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: No
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A

IRREGULAR HOURS

- Work outside of normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required.
- May be deemed essential personnel in the event of an emergency.

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco products (e.g., cigarettes, cigars, pipes, snuff, chew, etc.) and Electronic Nicotine Delivery Systems (ENDS) (e.g., vapor, e-cigarettes,



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etc.) prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.