

ELECTION SPECIALIST

Job Summary:

Administrative work involving voter registration, list maintenance, and tasks affiliated with conducting elections. Answer inquiries from the public and assist in all activities conducted by the Elections Office. Priority given to voter registration related work. Report to Voter Services Manager.

Primary Responsibilities & Duties:

Acquire knowledge and proficiency of the Florida Voter Registration System
Understanding of the policies, procedures, and operating practices of the Elections Office
Knowledge of county geographic and political districts applicable to local and state elections
Answer inquiries from the public via telephone, email, U.S. mail, fax, or in-person
Responsible for operation of multi-line telephone system
Process voter registration applications
Maintenance of voter registration files including cancellations, deletions, and updates
Maintain voter registration images through document scanning
Process incoming mail
Process all mailings such as voter registration cards, polling place changes, etc.
Perform list maintenance procedures of voter registration rolls as required by Florida Statute
Maintain cash drawer and all cash receipts
Knowledge on the operation of postage, folding, tabber, and other miscellaneous office equipment
Assist with verifying candidate and initiative petitions
Assist with voter education programs, voter registration drives, and other community events
Assist the Supervisor of Elections with special projects and assignments
Responsible for staying informed of new laws and procedures regarding elections
Perform other duties as required and requested by the Supervisor of Elections

Qualifications:

Bachelor's degree or equivalent combination of education, training or business experience
Proficient in Microsoft Office programs
Ability to master software programs utilized in the Elections Office
Excellent verbal and written communication skills
Strict attention to detail and organization skills
Ability to multitask under strict deadlines and work efficiently under pressure
Must be able to bend, kneel, squat, stand and lift 40 lb. objects as needed
May be required to work overtime on evenings and weekends prior to, during, and post-election
Must possess a valid Florida driver's license
Must be a registered voter in Florida

Salary: Based on experience

Benefits:

- Benefit package – Health/Dental/Life/Retirement
- Exempt position
- Equal opportunity/affirmative action employer

To apply, send resume to info@VoteIndianRiver.gov