



Job Openings

Supervisor of Elections, Leon County

Seeks highly responsible, qualified applicants for the following full time positions:

OPS Election Assistant

To perform various duties relevant to elections including data entry, answering of multi-line phone systems, packing and unpacking of supplies and high interaction with the public.

All Election work requires overtime hours including weekends and holidays as needed. Applicants must have reliable transportation and be willing to drive for work assignments, mileage will be reimbursed.

Previous applicants need not reapply. All applicants must submit a completed and signed Leon County Supervisor of Elections Employment Application. Applications and a complete job description can be downloaded from LeonVotes.org.

Signed Applications may be mailed to:

Supervisor of Elections
P O Box 7357
Tallahassee FL 32314-7357

Or Hand-delivered Monday through Friday, between the hours of 8 a.m. and 5 p.m. at:

Supervisor of Elections
315 S Calhoun Street, Suite 110 (Bank of America Building)
Tallahassee FL 32301

All positions will be open until filled, at which time applications will no longer be accepted. The Supervisor of Elections is an EEO/ADA employer.