

Supervisor of Elections

Employee Position: Elections Records Specialist

Employee Numbers: EL0010; EL0013, EL0015

Florida Retirement System Class: Regular

Pay Grade: 82

Starting Salary Minimum \$27,579.55 to Maximum of \$34,475.00

GENERAL STATEMENT OF DUTIES

This is a highly responsible position that requires extensive customer service skills and knowledge concerning candidates, elections, and voter registration. An individual who is reliable, competent, accurate and flexible to learn all areas of the office so he/she can be called upon to fill any needs is essential to the success of the Elections Office. Utilization of time management and proficient computer capabilities are required in order to handle large workloads during time constricted schedules. Responsible for interacting professionally with the public, facilitating public record requests, inquiries, and providing information, in person, by mail, or over the telephone. Able to effectively manage National Voter Registration Act forms, from acceptance and scanning, to permanent file management. Able to maintain confidential information, as defined by Florida Statutes, is maintained on a daily basis. Timely administration of voter responses to all mailings, returns, and requests. Capable of dealing with requests and inquiries by/from the media. Receives voter requests for Absentee Ballots; accurately verifies voter eligibility and distributes Absentee Ballots. Work is performed under the general direction of the Election Records Manager.

ILLUSTRATIVE DUTIES

(NOTE: These duties are intended only as an illustration of the types of tasks performed in the position allocated to this class. The omission of specific duties from this list does not exclude them from a position if the duties are similar, related, or logically assigned to the position.)

- Processes, organizes, and maintains voter registration files with accuracy
- Receives and routes all incoming calls appropriately throughout the Elections Office
- Provides and handles all requests, allowed by law, for information from general public and media
- Maintains confidentiality while dealing with privileged information
- Maintains office impartiality and integrity in responses to queries and requests
- Scans and indexes all NVRA applications onto the system
- Upholds the Elections Laws of the State of Florida
- Conducts Federal, State, and Local Elections
- Administers the provisions of the campaign reporting laws
- Assists with the training of all front office OPS employees
- Ensures accurate database maintenance by problem solving
- Processes Absentee Ballot requests
- Responsible for verifying candidate petitions
- Provides potential candidates with all documentation required when filing for office
- Assists with large Absentee Ballot mail outs and all other mail outs
- Consults Elections System Manager on potential problems with all hardware and software
- Assists Elections System Manager with problem solving voter files
- Consults Demographic/ GIS Manager with potential street name, location, and zip code problems
- Assists with other office projects as needed

RESPONSIBILITY

This position is responsible for maintaining and updating voter registration files received, not only for Leon County, but other jurisdictions as well. Incoming mail must be timely opened, time stamped and distributed accordingly to various office staff and the Supervisor of Elections. All incoming phone calls must be answered timely and with courtesy. Duties and tasks should be performed accurately with little or no supervision. General supervision and direction is received from the Elections Records Manager.

INTERPERSONAL CONTACTS

The employee has contact with the all staff of the Supervisor of Elections Office of Leon County, FL, as well as the Florida Division of Elections, Florida Commission on Ethics, Florida Elections Commission, Offices of the Supervisors of Elections

within the State of Florida, other governmental agencies, registered political committees, political parties, incumbent officeholders, public, and media.

ENVIRONMENT AND EFFORT

Work is generally performed in an office environment with constant public interaction. Sometimes work is performed at the Supervisor of Elections Voting Operations Center or at off-site voter registration events. Occasional travel is required for training and attending election-related conferences requiring overnight stays thus an insurable driver's license is required.

KNOWLEDGE, SKILLS AND ABILITIES

(NOTE: The knowledge, skills and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for employment.)

- Knowledge of election procedures, rules and the Laws of Florida as well as the United States of America
- Knowledge of Microsoft Access, Word, Excel, voter registration system, and voting systems
- Knowledge of the voting privacy booth
- Knowledge of policies and procedures regarding election process at the polling places
- Knowledge of all precincts and polling locations
- Knowledge of all voter registration branch sites within Leon County
- Knowledge of logical problem solving techniques
- Ability to enter data accurately and efficiently
- Ability to maintain office policy of high integrity and non-partisan actions in the performance of election and voter registration work
- Ability to handle a multitude of tasks at one time
- Ability to handle confidential records for voters
- Ability to operate scanning software for record retention
- Ability to operate the voting equipment
- Ability to dispense and secure ballots as directed by office policy
- Ability to assist general public with election related questions and concerns
- Ability to determine work priorities and insure proper completion of work assignments
- Ability to maintain and establish an effective working environment
- Ability to communicate effectively, both orally and in writing
- Ability to handle multi-line phone system
- Ability to conduct voter registration drives on behalf of Elections Office
- Ability to work successfully in a stressful work environment for protracted work days of over ten hours with a good attitude.
- Ability to work and assist other staff members when needed
- Ability to speak and understand conversational Spanish. (This not a requirement but considered an attribute for this position as the growing number of Spanish-speaking citizens increases in Leon County, FL.)

QUALIFICATIONS

A Bachelor's degree from an accredited college or university, however work experience may be substituted on a year for year basis with elections or a similar office experience. Applicant must be registered voter in Leon County, Florida.