

LEVY COUNTY SUPERVISOR OF ELECTIONS

JOB DESCRIPTION

| | | | | |
|------------------------|--------------------------------|---------------------|-------------------|--------|
| Job Title | Bilingual Election Specialist | Pay Grade | | |
| Department | Voter Services | Salary Range | \$11.00 - \$16.00 | Hourly |
| Division | Supervisor of Elections Office | FLSA | Nonexempt | |
| Reports to | Supervisor of Elections | Revision | | |
| Bargaining Unit | None | | | |

GENERAL DESCRIPTION

Creative and resourceful individual, who will be able to develop, coordinate, communicate and implement daily functions of the election office. Must be a professional who will be able to serve at the discretion of the Supervisor of Elections.

ESSENTIAL JOB FUNCTIONS

- Greet and serve voters at the front counter.
- Answer incoming telephone calls.
- Register voters and accept changes to voter registration records.
- Process incoming mail.
- Stays informed and up-to-date on laws regarding the election process.
- Accurate typing skills, able to accommodate large workloads under time requirements.
- Accurately process deceased voter list.
- Fix problems/errors in VR regarding voter records.
- Complete tasks assigned by Supervisor.
- Confer with Supervisor when questions arise.
- Maintain voter registration files through data entry and document scanning.
- Answer inquiries from the public pertaining to registration, elections, precincts, etc.
- Prepare mailing of information cards and other mass mail-outs.
- Verify and certify candidate and initiative petitions.
- Coordinate Form 1 process.
- Maintain signature files by scanning signatures on voter registration documents.
- Accept and enter Vote-By-Mail requests during election years.
- Assist in all aspects of Vote-By-Mail procedures.
- Assist in early voting procedures.
- Manage social media accounts.
- Perform other related duties as required.
- Perform special projects as assigned.

| JOB STANDARDS | |
|--|--|
| Education | <ul style="list-style-type: none"> • Graduation from an accredited high school or possession of an acceptable equivalency diploma. |
| Experience | <ul style="list-style-type: none"> • Two (2) years of experience serving the general public. • Two (2) years of experience in office clerical work. • Associates Degree in Political Science, Public Administration, Public Relations, or closely related field. <p>Note: Comparable amount of training and/or experience may be substituted for the above minimum qualifications.</p> |
| Skills | <ul style="list-style-type: none"> • Considerable knowledge of Business English, spelling, grammar and arithmetic. • Knowledge of common office practices and procedures. • Knowledge of word processing systems and other office software. • Ability to write correspondence effectively and concisely. • Capable of working independently on multiple projects and prioritizing those projects as needed. • Ability to acquire knowledge of the laws and regulations governing the electoral process. • Ability to follow oral and written instructions, with skill in both written and oral communications. • Knowledge of effective telephone etiquette. |
| Licenses, Certifications or Registrations | <ul style="list-style-type: none"> • Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier. • Must be a Florida registered voter. |
| EQUIPMENT USED | |
| Computers, copy machine, telephone, facsimile, EVID's (Electronic Poll Books), automobile, Neopost mail machine. | |
| CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS | |
| <ul style="list-style-type: none"> • Be an effective team-player. • Knowledge of Business English, spelling and arithmetic. • Knowledge of common office practices and procedures. • Have strong customer service orientation. • Ability to write correspondence effectively and concisely. • Ability to operate standard computer and general office equipment. • Ability to acquire information of the laws and regulations governing the electoral process. • Ability to follow oral and written instructions. • Ability to learn new technologies and applications quickly. • Knowledge of effective telephone etiquette and skill in both written and oral communications. • Ability to read and understand equipment specifications and operational manuals. • Bilingual in English and Spanish. | |

ESSENTIAL PHYSICAL SKILLS

- Moderate lifting (15 to 44 pounds), light carrying (under 15 pounds).
- Must be able to use equipment listed in job description.
- Good vision and good hearing.

ENVIRONMENTAL CONDITIONS

- Constant – Working inside and closely with others.
- Occasionally – Working extended hours during election cycles. Attend outdoor outreach events on weekends.

MARGINAL / SECONDARY JOB FUNCTIONS

- Performs other reasonable related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE

DATE

| | |
|--|--|
| | |
|--|--|