



MARY JANE ARRINGTON
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

JOB DESCRIPTION

NON-EXEMPT

TEMPORARY

POSITION TITLE: Temporary Voter Services Specialist

DEPARTMENT: Voter Services

GENERAL DESCRIPTION:

The Temporary Voter Services Specialist is a responsible and professional position that reports to the Voter Services Director. The position is responsible for the operations of the Voter Services Department in preparing for and conducting elections, updating the voter registration system, and communicating with registered voters. This position will assist the Voter Services Director with special projects and provide support to all functions of the Voter Services department.

ESSENTIAL JOB FUNCTIONS:

(These essential job functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Responsible for voter registration, voter registration changes, verification of petitions, vote by mail and early voting activities.
- Election preparation which may include but not be limited to printing and packing of election supplies.
- Provide direct support for all list management activities
- Participate in countywide voter notifications such as voter information notices, and list maintenance notices, which may include but not be limited to printing, preparation for mailing and delivery to the post office.
- Scanning and indexing of files.
- Provide clerical support as required by the department.
- Cross train with all election functions to gain full knowledge of elections office operations and assist wherever necessary.
- Handles special projects and other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School Diploma or its equivalent.
2. Experience in Customer Service.
3. Ability to lift and carry equipment and boxes of material weighing 30 – 40 pounds.
4. Knowledge of voter registration and election processes.
5. Demonstrated communication, interpersonal, presentation, and multi-tasking skills.
6. Ability to establish and maintain effective working relationships with government officials, county staff, vendors and the general public.
7. Ability to understand Federal and Florida Election Laws and Rules and how they apply to elections office operations.
8. Must be a registered voter in the State of Florida prior to appointment.

(A comparable amount of education, training, or experience may be substituted for the minimum qualifications.)

MANDATORY SPECIAL REQUIREMENTS:

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned.

WORKING CONDITIONS: Office Environment; Some Field Work

SCHEDULE: Working schedules will vary depending on staffing needs and will include some nights and weekends. Temporary personnel will be utilized on an as needed basis, with hours fluctuating as needed by the elections office.

Send your resume to rosac@votesosceola.com