



## NOW HIRING: SEASONAL ELECTIONS POSITIONS

Important:

\*\*\*Only applications received through the application portal located at [www.LeonVotes.gov/Jobs](http://www.LeonVotes.gov/Jobs) will be considered for hire. Visit [www.LeonVotes.gov/Jobs](http://www.LeonVotes.gov/Jobs) for complete information on all full-time seasonal positions. Applicants can indicate any positions they'd like to be considered for, and resumes will be held and reviewed until ALL positions in ALL hiring waves are filled. Once you have applied, you do not need to apply again.\*\*\*

**Seasonal Elections positions across various teams are now hiring. Quick overview of each position and hiring timeline is below. Full details at [www.LeonVotes.gov/Jobs](http://www.LeonVotes.gov/Jobs)**

These teams provide administrative, clerical, customer-service, and logistical support needed to ensure smooth and accurate elections in Leon County. Attention to detail and the ability to work flexibly in dynamic team environments are essential. These OPS positions are full-time and run from early Spring 2026 through the end of November 2026

### **ELECTION WORKER SUPPORT TEAM: 3 POSITIONS TO START MARCH 2, 2026**

Do you love managing tiny details? Have a knack and patience for customer service and assisting diverse groups of people? This team helps manage Election Day activities across the county, train and lead Election workers, troubleshoot voter concerns, and prepare reports and reconcile data.

### **EARLY VOTING TEAM: 4 POSITIONS TO START MAY 4, 2026**

Are you a problem-solving superstar? Would you rather stay on the move than be at a desk all day? This team helps manage early voting activities across the county, train and lead early voting poll workers, troubleshoot voter concerns, provide operational support in the form of packing and inventorying supplies, and assist other teams as needed.

### **VOTER SERVICES TEAM: 8 POSITIONS TO START MAY 4, 2026**

Are you a customer service rockstar? Can you process data quickly and accurately? This team handles forms and data processing, answering public phone lines, greeting guests, preparing correspondence, assisting candidates with reporting requirements, records retention, and other get-it-done duties.

### **VOTE-BY-MAIL TEAM: 3 POSITIONS TO START MAY 4, 2026**

Are you a detail-oriented, problem-solver? Have a knack for technical troubleshooting and customer service? This team processes vote-by-mail requests, answers public phone lines, issues vote-by-mail ballots, confirms signature matches for voters, operates in-house mail equipment, compiles reports, and performs other detail-oriented tasks.

### **CANVASSING/BALLOT PROCESSING TEAM: 1 POSITION TO START MAY 4, 2026**

Are you a detail-oriented, administrative guru? Have an interest in seeing behind-the-scenes in election processes? This team assists in organizing public meetings, communicates with both members of the public and public officials, operates in-house equipment to process vote-by-mail ballots, compiles reports and meeting minutes, and performs other detail-oriented, administrative tasks.



### Most Seasonal Positions Include:

- Voluntary healthcare coverage (premium cost shared with employer)
- Automatic enrollment in the Florida Retirement System
- Hiring ranges starting at \$16.00 per hour and varying based on experience and specific job duties and responsibilities
- **Full-time hours (40 per week)** with generally a Monday-Friday 8-5 schedule and an hour for lunch
- Significant periods of overtime during the few weeks leading up to and after each 2026 election (Election Days: August 18<sup>th</sup> and November 3<sup>rd</sup>)
  - Overtime paid at time-and-a-half; may include evenings, weekends, and holidays
- Other Personnel Services (OPS) status; these employees accrue 1-hour/week of paid time off

### Requirements Include:

- The highest level of integrity, responsibility, and teamwork
- **A commitment to continue employment with us through November 2026** (*Once training is complete, it is very difficult for us to replace team members in time for a successful election. If you don't believe you can commit to the entire assignment, these positions won't be the right fit for you.*)
- Acceptable criminal background check
- Dedication to providing outstanding voter services and accessible elections in Leon County with integrity, transparency, and accuracy
- Some positions require an insurable driver's license, a reliable personal vehicle, and the ability to spend long periods of time standing or walking (including on concrete floors).

### Skills Include:

- Strong attention to detail
- Accuracy and speed in processing data
- Ability to stay focused and engaged even with highly repetitive tasks
- Ability to collaborate in a team atmosphere
- Critical thinking and decision making
- Friendly, patient, and professional customer service
- Ability to handle pressure and meet firm deadlines with composure and positivity
- Ease with learning new software and technology

Full details, instructions to apply, and official online application portal are located at [www.LeonVotes.gov/Jobs](http://www.LeonVotes.gov/Jobs)