



Nassau County Supervisor of Elections Job Description

JOB CLASSIFICATION

JOB TITLE: Voter Registration Specialist

FLSA STATUS: Non-Exempt

POSITION SUMMARY

The Voter Registration Specialist plays a key role in supporting the operations of the Supervisor of Elections Office, focusing on voter services, registration processing, election cycle activities, and assisting with vote-by-mail and petition verification. The role requires a high degree of attention to detail, accuracy, and adherence to state and federal election laws.

This role also plays a key part in fostering a positive, respectful, and service-oriented culture within the Supervisor of Elections Office – promoting teamwork, professionalism, and open communication among colleagues and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical extension of the responsibilities below.

1. Voter Assistance
 - Provide front counter, phone, and email assistance to voters.
 - Explain registration, voting options, and the election process clearly.
 - Respond promptly to inquiries, while maintaining a courteous, nonpartisan approach at all times.
2. Voter Registration
 - Cancellations
 - Deceased voters
 - Duplicate voter records
 - Felons
 - Federal Post Card Applications (FPCA)
 - Federal Voting Assistance Program (FVAP)
 - Mentally incapacitated voters
 - NCOA (USPS National Change of Address)
 - Non-U.S. citizens
 - Processing new and updated voter registration information, paper applications, and the suspense queue
 - Requests for address protection

- Request to be removed
 - Undeliverable Mail
3. Data Management and Quality Control.
 - Scan voter registrations and electronic signature images into the Florida Voter Registration System.
 - Assist with quality control by auditing data entry as it relates to the functions of this position.
 4. Communication and Web Support
 - Monitor the email account info@votenassaufl.gov and respond to the public regarding voter registration and vote-by-mail issues.
 - Assist with posting information on the website.
 - Responsible for thoroughly and regularly monitoring the website for updates to pertinent information.
 5. Assist with coordinating the weekly printing and mailing of voter registration information cards and other letters.
 6. Election Support
 - Support phone bank operations.
 - Assist in preparing precinct cabinets with election supplies for Early Voting, Election Day, and rover bins.
 - Reconciliation of the election, provisional ballots, and updating voter history.
 - Receive ballots and other documents from the Secure Ballot Intake Station (SBIS).
 - Assist with updating election worker training materials.
 7. Vote-by-Mail and Petitions
 - Assist with the verification of candidate and initiative petitions.
 - Process vote-by-mail request, including UOCAVA Voters.
 - Assist with vote-by-mail cure affidavits, letters, and calls to voters.
 8. Outreach and Public Engagement
 - Support voter registration drives and community events.
 - Assist in training for Third-Party Voter Registration Organizations.
 9. Compliance and Recordkeeping
 - Maintain all records associated with the position in compliance with state and federal law.
 - Adhere strictly to nonpartisan standards and confidentiality requirements.

CONDITIONS OF EMPLOYMENT

- Maintain integrity, nonpartisanship, and confidentiality at all times.
- In connection with the performance of this position, employees may obtain access to reports, records, plans, and programs containing highly confidential information. Employees must utilize utmost integrity to safeguard the public and the interests of the Supervisor of Elections.

AUTHORITY AND DECISION MAKING

- Limited supervision; work is regulated or supervised thoroughly, but not continuously; follows established methods and procedures, and refers exceptions to the supervisory personnel.
- Mistakes and errors in judgment can be significant due to the very nature of the work.

EDUCATIONAL REQUIREMENTS

- High school diploma or equivalent.
- Associates or Bachelor's degree is preferred.

QUALIFICATIONS:

- Ability to perform data entry with high accuracy and view sensitive information with confidentiality.
- Knowledge of Florida and federal election laws preferred (training provided).
- Must possess good interpersonal and communication skills and work as part of a team.
- Minimum of 3 years' clerical or administrative experience requiring discretion.
- Proficiency in Microsoft Office Suite and other relevant software.
- This position frequently communicates with and assists voters and co-workers. Must be able to exchange accurate information in these situations.
- Valid Class E driver's license is required.

PHYSICAL AND WORK ENVIRONMENT REQUIREMENTS

- Ability to lift 25 pounds occasionally.
- Ability to remain stationary for extended periods to perform computer work.
- Occasional travel for meetings, training, and outreach events.
- Work performed in an office environment with frequent public interaction.

NOTICE AND SIGNATURES

This job description does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

Employee's Signature: _____ Date: _____

Supervisor of Election's Signature: _____ Date: _____

NASSAU COUNTY SUPERVISOR OF ELECTIONS IS AN EQUAL OPPORTUNITY EMPLOYER