



www.lakevotes.gov

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Deputy Clerk Registration and Vote By Mail

This is responsible clerical work with voter registration, customer service and the mail ballot voting process in the Office of the Supervisor of Elections.

The person in this position is responsible for performing the following duties:

- Maintain voter registration files and on-line voter registration system
- Maintain signature file through daily scanning of signatures received on voter registration documents
- Register voters and accepts changes to voter registration records
- Process voter registration cancellations
- Answer in-person, telephone, and email inquiries from the public and furnishes any information pertinent to voter registration, elections, mail ballots and voting
- Mails and receives financial disclosure forms (form1)
- Processes suspense, duplicates, deceased, mentally incompetent, felon, non-U.S. citizen and juror changes
- Prepare and mail notices from various returned mailings including undeliverable and returned mailings
- Assist in Voter Outreach
- Assist in the mail ballot process
- Assist with processing candidate and initiative petitions and the maintenance of petition records
- Assist with the Supervised Voting Program in assisted living and nursing facilities
- Provide administrative support and assistance to other departments and personnel
- Assist with filing, scanning, sorting documents, and other duties as assigned

Skills and Qualifications

- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- Knowledge of general office practices and procedures
- Demonstrated computer proficiency coupled with other office equipment
- Four years of experience in elections work which includes voter registration experience and public contact, or a comparable amount of training or experience may be substituted
- Must be registered to vote in Lake County
- Pre-employment background check required
- Must hold a valid FL driver's license
- Bi-lingual English/Spanish a plus

OUR COMMITMENT

✓ Voter Confidence ✓ Excellent Service ✓ Accurate & Efficient Elections ✓ Responsible Financial Stewardship