



[www.lakevotes.gov](http://www.lakevotes.gov)

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### **Deputy Clerk Voter Services**

This is a responsible clerical position supporting the voter registration and vote-by-mail processes 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 files through daily scanning of signatures received on voter registration documents
- Register voters and accept changes to voter registration records
- Process voter registration cancellations
- Answer in-person, telephone, and email inquiries from the public and furnish any information pertinent to voter registration, elections, mail ballots and voting
- Assists with mailing and receipt of financial disclosure forms (Form1)
- Process suspense, duplicates, deceased, mentally incompetent, felon, non-U.S. citizen and juror changes
- Assists with research to determine eligibility for restoration of voting rights and/or termination of ineligibility subsequent to a felony conviction
- Assists with preparation and mailing of notices from various returned mailings including undeliverable and returned mailings
- Assist in the Voter Outreach programs
- 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 the assisted living and nursing facilities
- Provides administrative support and assistance to other departments and personnel
- Assists 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, supplemented by keyboarding proficiency
- Knowledge of general office practices and procedures
- Ability to operate standard computer and other office equipment
- Two 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 the State of Florida
- Pre-employment background check required
- Must hold a valid FL driver's license
- Bi-lingual English/Spanish a plus
- Available to work extended hours, weekends, and holidays as needed, with little or no advance notice

#### **OUR COMMITMENT**

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