

JOB TITLE

DEPUTY SUPERVISOR OF ELECTIONS

Description of Job:

To provide clerical services, assist the public in a professional and courteous manner, to maintain voter registration records and assist with candidate and committee processes and to ensure that voter registration and elections are conducted in accordance with the Election Laws of the State of Florida.

Duties and Responsibilities includes assisting with, but are not limered to:

Interacting and working well with co-workers, exchange information, coordinate assignments and problem solve with other employees.

Operating a personal computer copier, office equipment (as necessary to complete essential functions), to include the use of word processing, spreadsheets, presentations, database and other system software.

Maintaining a working knowledge of the Florida Voter Registration System and Voter Focus.

Maintaining a comprehensive knowledge of the Election Laws of the State of Florida (Chapters 99, 103, 104, 105 and 106), Rules, Opinions and Administrative Codes and assisting customers with such, as allowable by Florida Statutes.

Researching information.

Maintain a working knowledge of the Hardee County Voting System and equipment.

Maintaining a working knowledge of the services provided on the Supervisor of Elections website.

Providing proficient customer service in a professional manner.

Answering the telephone courteously, efficiently and professionally, assist callers with questions regarding election related issues, services and procedures, as allowable by Florida Statutes.

Responding to public record requests.

Responding to e-mails and other inquiries.

Assisting Candidates and Committees, as allowable by Florida Statutes.

Assisting with Poll worker training classes.

Assigning Election workers and Poll workers.

Assisting with Outreach, which may be done before, during or after regular Office hours.

Generating reports, logs and listings from databases; may include scanning documents.

ADDITIONALLY:

Must be a registered Voter in Florida.

In the event of an emergency, may be called in to work during times other than regularly scheduled times.

Work extended hours, including Saturdays and Sundays, holidays and evenings as needed, especially so during election cycles.

Have a commitment to continuous learning.

Have the ability to perform in a flexible working environment.

The omission of specific statements of the duties does not exclude them as other duties may be required and assigned

EDUCATION:

Minimum education of high school diploma or equivalent.