



# Wesley Wilcox

**Supervisor of Elections, Marion County, FL**

## Election Center

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W [www.VoteMarion.Gov](http://www.VoteMarion.Gov)

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### Voter Services Deputy Clerk

#### ESSENTIAL FUNCTIONS:

The following statements describe the principal functions of this job and scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Requires thorough knowledge and understanding of FVRS applications and their subsequent data entry (Will be trained)
- Ability to verbally communicate with voters, either in person or by telephone, on issues that may arise concerning voter registration, vote by mail, or general information.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- Performs other duties as assigned.

#### JOB SKILLS:

Data Entry, Processing voter registrations and updating voter records

- Main telephone reception to include transferring calls and taking messages
- Ability to read, analyze and interpret applications, forms and other means of communication provided by voters or citizens.
- Ability to effectively present information and respond to questions from the public.
- Ability to effectively problem solve and disseminate information to immediate supervisor
- Ability to plan and organize to meet multiple deadlines. Must be flexible to work on diversified projects at a reasonable pace.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger team goals rather than individual concerns.

#### REQUIREMENTS

- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- Working knowledge of personal computers and software applications include word processing, spreadsheets, and database query applications (Microsoft Suite)
- Active registered voter
- Pass a statewide background check
- Able and available to work extended hours and weekend hours as needed with little or no advance notice.
- Bilingual - English/Spanish preferable but not required