

Supervisor of Elections Office, Leon County FL

Employee Position: Voting Systems Assistant-OPS

Minimum of Hiring Range: \$15/hour

Apply online at www.LeonVotes.gov/Jobs

The Supervisor of Elections is an EEO/ADA employer

JOB DESCRIPTION:

The OPS Voting Systems Assistant is a seasonal position with the Supervisor of Elections Office (SOE) in Leon County, FL. Duties include equipment maintenance, sign creation and assembly, organizing materials, asset management, assisting with retention of official records, and filling the role of USPS liaison for the office. Work is performed in a warehouse-type environment supplemented with office work under the direction of the Voting Systems Manager.

Individual should demonstrate integrity and desire to assist in providing internal operational support for the office. Must be able to work under pressure, have flexible hours during election cycles and complete tasks in a timely and organized manner. Must be able to lift up to fifty pounds as moving voting equipment and computers is often required. The anticipated term of employment would be full time at least until completion of the 2022 election cycle (through November 2022). This position qualifies for retirement and health care benefits.

REQUIRED SKILLS AND EXPERIENCE:

- Ability to lift and move equipment.
- Proficiency with general construction tools for building and maintaining SOE equipment and property.
- Attention to detail and ability to work well with others.

DESIRED SKILLS AND EXPERIENCE

- Experience operating forklift and other warehouse equipment.
- Working knowledge of spreadsheet software (Excel or Smartsheet).
- Knowledge of election laws and procedures.

ILLUSTRATIVE DUTIES:

- Assist in the inspection, maintenance, and repair of voting equipment.
- Organize and track assets in SOE proprietary software solution.
- Assist in management of electronic pollbook deployments for early voting and polling locations.
- Assist with "Ballot on Demand" printer preparation, testing, deployment, and troubleshooting.
- Create and manage election data in windows desktop environment.
- Assist in inspection, testing, and preventative maintenance schedules for voting system hardware.
- Participate in equipment testing prior to elections.
- Inspect, clean, and repair privacy booths and ballot boxes after each election.

- Assist with programming and conducting school and local organization elections.
- Scan election records and ballots for digital storage and archival.
- In conjunction with other warehouse operations staff, maintain a clean work environment by performing cleaning chores and minor facility repairs as needed.
- Build, maintain, and repair physical signs used for voting locations and office use.
- Deliver and pickup mail on a daily basis between the SOE and the USPS main office.
- Assist with all document shredding operations as needed.
- Perform other tasks as required.

TRAINING AND EXPERIENCE:

- Two-years related experience required.
- Bachelor's degree preferred.
- Must possess a valid Florida Driver's License and favorable driving record.