

08/23/2021 Voter Specialist

The Sarasota County Supervisor of Elections is seeking a full-time Voter Specialist for the Sarasota office. The Voter Specialist is a highly responsible position that requires extensive customer service skills, excellent time management, proficient computer capabilities and the ability to successfully handle large workloads with time-sensitive deadlines. This position is responsible for providing customer service, performing data entry, accessing public records and corresponding with the public. Additionally, this position may be asked to speak publicly to an audience when required for voter education events.

The position is required to effectively manage numerous forms, proof written information and data entered into the voter registration system, scan documents, and protect confidential information as defined by Florida Statutes. The Voter Specialist works under the direction of the Voter Services Manager to ensure accuracy and completeness of voter data and maintenance of voter registration information and may be assigned to manage an early voting site (training provided).

Applicants should be skilled in standard office procedures and the operation of modern office equipment. Accurate filing abilities and experience using computer programs such as Word, Excel and Outlook are required. Applicants must possess excellent interpersonal and customer service skills.

For consideration, candidates must have a high school diploma and a combination of training and experience that includes at least one year of work in an office setting.

The work environment/physical demands for this position include but are not limited to a cubicle/office setting and involve sitting, some standing (for long periods of time, on occasion), stooping and lifting of objects less than 45 pounds (lifting with a coworker is encouraged). Additional abilities will include balancing, stooping, kneeling, crouching, reaching, pushing, pulling and lifting of election supplies and/or related equipment.

Closing Date: Open until filled

Fax resume to 941-861-8604 or email jfett@sarasotavotes.com