

ELECTIONS SPECIALIST I and II

CODES/PAY RANGE

Class Code: (I) 4208
Class Code: (II) 4213

EEO Code: F
EEO Code: F

Pay Range: 111
Pay Range: 113

MAJOR FUNCTION

Progressively responsible office work requiring knowledge of the rules and regulations of the electoral process and dealing with the general public, securing polling places; and maintaining, storing, locating voting equipment.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists citizens applying for voter registration/pre-registration or providing notification of changes in their address, political party affiliation, name, etc. Processes registration applications received from other agencies in conjunction with the National Voter Registration Act.

Verifies the eligibility of all signers of petitions for ballot issues and for candidates for political office. Operates computerized signature retrieval system for scanning, indexing and retrieving voter signatures, and pertinent documents.

Maintains and/or prepares formal registered voter listings for use in local, State, and national elections. Operates computer using specialized software to enter and extract information on individual registered voters and statistical data.

Audits the formal voter records after their use and return from election polling places includes the processing of various affirmations and affidavits completed on election day.

Maintains the voter registration database in cities and precincts as well as a categorical count of registration changes. Assists with stuffing and labeling envelopes for mass mailings. Assists in the process of incoming and outgoing mail.

Prepares replacement voter identification cards. May assist in performing duties pertaining to state central voter file maintenance, in accordance with Florida Statutes. Includes verifying and processing information on duplicate registrations, felony convictions and deceased voters.

Secures polling places throughout the community that meet precinct and ADA criteria for all elections in the county. Assists with conducting explanatory meetings on the election process and demonstrates the use of voting equipment. Prepares and packs all election-related materials for distribution to each polling place location.

Assists with transportation of voting equipment to polling places and other voting sites. Prepares equipment for elections. Determines proper number of voting machines for each precinct. Prepares, installs, and tests equipment used on election day. Performs maintenance and repairs on voting equipment. Helps maintain County warehouses. Assists with ballot layouts.

Picks up absentee ballots from satellite locations for delivery to main office. Performs other election night duties as assigned.

May be required to register voters and help in other areas of the Elections Department as time and needs allow.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of office practice and procedures. Knowledge of election office practices and procedures. Knowledge of election laws and procedures. Knowledge of the County geographic and political districts as applicable to local, State and national elections. Knowledge of the administrative and procedural regulations applicable to the Office of the Supervisor of Elections. Knowledge of the voting machines and proper storage and set up. Knowledge of requirements regarding voting precincts.

Ability to understand and carry out oral and written instructions. Ability to make decisions in accordance with laws and regulations and apply these to work problems. Ability to meet and deal effectively with other employees and the general public. Ability to acquire knowledge of the laws and regulations governing the electoral process. Ability to operate standard computer equipment (consoles, etc.). Ability to simply and effectively demonstrate equipment usage to officials and groups. Ability to read and understand equipment specifications and operational manuals. Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

ELECTIONS SPECIALIST I

Graduation from high school or possession of a GED.

ELECTIONS SPECIALIST II

Graduation from high school or possession of a GED and one (1) year of experience in office work.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Mental Demands: Ability to read instructions, memos and letters. Ability to write complex, compounds sentences. Ability to speak clearly and concisely. Ability to perform basic math functions.

Physical Demands: Medium work. May be required to lift 40 pounds frequently. Ability to stand, push, pull, carry, lift, walk, see, talk, grasp.

Environmental Demands: Both indoor and outdoor work. Exposure to dust, humidity, heat, cold, rain.

Revised 10/94

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