

HIGHLANDS COUNTY SUPERVISOR OF ELECTION
 580 S. COMMERCE AVE., SUITE A201
 SEBRING, FLORIDA 33870
 863-402-6655
www.votehighlands.com
soe@votehighlands.com

Job Title/Code	Deputy Supervisor / Election Specialist / 101		
Department	Voter Services		
Salary Range	\$ 11.00 - \$ 16.00	Hourly / Full-time (40 hrs.)	FLSA – Non-exempt
Closing Date/Time	September 30, 2019 12:00 p.m. (Noon)		

Applications are available online at www.votehighlands.com or at the Supervisor of Elections' Office.
 No phone calls please!

GENERAL DESCRIPTION:

This is responsible work involving public contact both by telephone and in person, and clerical work in the Voter Service Division. This position provides assistance to Voters, other Team Members and Election Workers. Creative and resourceful individual who will be able to develop, coordinate, communicate and implement daily functions of the election office. Must be a professional who can serve at the discretion of the Supervisor of Elections. Duties include but are not limited to data entry, answering incoming calls, greeting and assisting potential and current voters, processing incoming and outgoing mail, assist with vote by mail and early voting tasks, general office duties, voter outreach, other related customer service and team transactions.

ESSENTIAL FUNCTIONS AND ADDITIONAL RESPONSIBILITIES:

- Assists citizens and voters.
- Accurately and efficiently obtains and enters voter information.
- Researches voter information.
- Responds to and resolves concerns.
- Deals with difficulty and frequent changes in a positive manner.
- Correctly applies policies and procedures.
- Clearly explains election law to voters.
- Works well and effectively communicates as a Team Member
- Performs related work as required including special projects as assigned.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

- High school diploma from an accredited school or its equivalent.
- Associates degree in political science, public administration, public relations, or closely related field.
- Two (2) years of experience serving the general public and customer service.
- Two (2) years of experience in office clerical work
- An equivalent combination of education, training and experience may be substituted for the above minimum standards.
- Bilingual in English and Spanish preference

SPECIAL REQUIREMENTS:

- Must be 18 years of age or older.
- Must be a registered voter.
- Be able to perform the essential functions of the position for which you are applying.
- Must possess a valid state of Florida driver's license and be insurable by current insurance carrier.
- Must maintain a valid telephone number.
- Must be able to work some weekends, overtime, or alternate hours, as necessary for the efficient operation of the office. Some light lifting is required.
- Position may be designated as Critical for emergencies or weather related situations.

KNOWLEDGE, SKILLS, ABILITIES:

- Skill in listening and comprehending when working with voters, citizens, team members and supervisors.
- Ability to type with accuracy.
- Considerable knowledge of business English, spelling, grammar and arithmetic.
- Knowledge of Microsoft Office Suite, word processing systems and other office software.
- Ability to write correspondence effectively and concisely.
- Capable of working independently on multiple projects and prioritizing those projects as needed.
- Ability to learn office ordinances, policies and procedures affecting customer service operations, laws and rules.
- Ability to use good interpersonal skills through written and oral communication.
- Ability to promptly and effectively complete tasks.
- Ability to enjoy working with customers daily, have a polite, respectful, and friendly disposition and remain composed in difficult circumstances.
- Ability to function productively in a continuous process improvement environment.
- Ability to establish and maintain effective relationships with supervisors, team members, and the public.
- Skill in the use of personal computers, and standard office equipment.

WORKING ENVIRONMENT/CONDITIONS:

- Requires sedentary work that involves walking or standing.
- Constant – Working inside and closely with others.
- Bi-weekly direct deposit pay.
- State and County Benefits, some require employee contribution.
- Moderate lifting (15-45 pounds), light carrying (under 15 pounds).
- The job risks exposure to no significant environmental hazards.
- The job requires normal visual acuity, and field of vision, hearing, speaking, manual dexterity, color perception, depth perception, and texture perception.

All positions are subject to testing (e.g. written, oral, performance, computerized, interview, and/or any combination).

Candidates will be subject to a criminal background check, reference checks, and possible random drug testing.

MILITARY PREFERENCE IS GIVEN. If a Veteran, possess an Honorable discharge or uncharacterized.

Copy of the following items must be submitted with your application

- 1.Social Security Card
- 2.Driver's License
- 3.High School Diploma, GED or College Transcripts
- 4.If a Veteran, copy of Form DD-214 stating "Honorable" Discharge (member 4 copy) or Uncharacterized.
- 5.Any other applicable diplomas and/or certificates may be included

Full-Time Member benefits include:

FLORIDA RETIREMENT SYSTEM PLAN

LEAVE TIME

- Annual Leave
- Sick Leave
- Holiday Leave
- Funeral Leave
- Military Leave

HEALTH INSURANCE PLAN

PPO plan.

DENTAL INSURANCE PLAN

VISION INSURANCE PLAN

LIFE INSURANCE

\$15,000 free Term Life policy.

FLEXIBLE SPENDING ACCOUNT

Reduce taxable income through contributions to Medical Reimbursement account

DEFERRED COMPENSATION PLANS

Reduce income taxes and build supplemental retirement capital with deferred compensation plan.

EMPLOYEE ASSISTANCE PROGRAM

Confidential counseling services available for members and for family members.

WORKERS' COMPENSATION BENEFITS

The Highlands County Supervisor of Election's Office is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sexual orientation, age, disability, marital status, religion, or any other legally protected status.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Signature

Date