



Melissa Arnold
Okeechobee County Supervisor of Elections
304 NW 2nd Street, Suite 144
Okeechobee, FL 34972
863-763-4014

ELECTIONS SPECIALIST I

<p>Part -Time Pay range \$13.00 - 14.00 per hour Open until filled</p>	<p>Although resumes are accepted, an Okeechobee County employment application must be completed and sent to the Supervisor of Elections Office. Link below:https://www.voteokeechobee.com/Portals/Okeechobee/Soe%20Application%20for%20employment.pdf?ver= F_AtSMT6JT4cvdI8vweTQ%3d%3d Return to: Melissa@voteokeechobee.gov</p>
---	---

The chosen candidate must perform the essential job functions satisfactorily to benefit Okeechobee County's SOE Office to successfully perform this position. Since every duty associated with this position may not be described herein, employees may be required to perform duties not explicitly spelled out in the job description. Still, they may be considered incidental in performing their duties as though they were written in this job description.

Job Summary:

This position focuses on routine customer service and general office/clerical support, including data entry, communications, and processing mail. This employment position is a supportive role capable of performing various tasks with problem-solving abilities, managing multiple competing responsibilities, and prioritizing to maintain a continuous flow of election office operations. This is a visible and crucial position requiring exceptional computer, customer service, and communication skills. This position may require technical work in a lead role capable of performing various complex tasks, problem-solving, managing multiple competing tasks, and prioritizing to maintain a continuous flow of operations. Duties are performed under the Supervisor of Elections' direct supervision and are reviewed by results obtained and conferences.

Essential Job Functions (examples, not all-inclusive)

- Responsibility for daily customer service; answers phones; greets and serves in-person customers.
- Responsibility for processing daily mail, voter correspondence, and voter registration forms.
- Responsibility for performing voter registration data entry and data entry proofing daily.
- Responsibility for the inventory of office supplies and voter registration materials.
- Generates standard and custom report orders for customers, political parties, and candidates; produces daily voter notices.

- Administers state election laws and rules and federal election laws to provide a successful voting experience to staff and the public.
- Maintains confidentiality of information consistent with applicable federal, state, and county rules and regulations
- Attends training, conferences, workshops, or online courses to enhance and maintain knowledge of trends and developments in the field and gain understanding and information to assist with professional development: agencies and the public.
- Maintains mail ballot processing logs, reports, and other related documentation.
- Performs other duties as assigned in support of business operations and statutory compliance.

Education and Experience:

Associates degree (Preferred) in education, public administration, business administration, or related field and at least two (2) years of work experience.

Bi-lingual in Spanish (Preferred)

Special Qualifications/Considerations: (May be required depending on the area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work various work schedules, including compulsory work periods in a special election and/or recount situations.
- Ability to work evenings during periods of peak activity and adhere to a no time off policy during such times.
- Knowledge or ability to learn methods and techniques relevant to preparing statistical surveys and reports.
- Ability to apply computer applications and software;
- Ability to acquire knowledge of public administration, principles, and practices;
- Ability to develop and implement procedural and operational changes;
- Ability to communicate effectively, orally and in writing, with superior, subordinates, and the interested public;
- Ability to establish and maintain effective working relationships with superiors, subordinates, and others while maintaining a positive attitude.

Physical/Mental Demands:

This work requires lifting up to 25 pounds and/or up-to 20 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;

- Handling: Picking, holding, or otherwise working, mainly with the entire hand;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and author reports, correspondence, instructions, etc.;
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone;
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a phone;
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes during every day and high-stress situations;
- Talking: Expressing or exchanging ideas using the spoken word, including those activities in which they must convey detailed or essential verbal instructions to other workers accurately, loudly, or quickly;
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Standing: Particularly for sustained periods;
- Walking: Moving about on foot to carry out tasks, particularly for long distances or moving from one work site to another.
- Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to the evolving goals, priorities, and needs.