

**COLLIER COUNTY, FLORIDA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: VOTER SERVICES COORDINATOR (VBM)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide assistance in the Voter Services Department within the Supervisor of Elections office. This position is responsible for performing the variety of tasks required to fulfill the office's requirements to provide voters the opportunity to register to vote and Vote-by-Mail. An employee in this position will also assist in the coordination of temporary workers, the operation of election specific equipment, and the overall management of elections by adhering to Federal and State election laws, as well as internal policies and procedures.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Interacts with registered voters and makes decisions regarding election processes. Including but not limited to providing information regarding vote-by-mail; registration; office programs; policies and procedures.

Maintains and updates information in the voter registration database by entering voter registrations and vote-by-mail ballot requests, retrieving voter information, and providing detailed reports. Creates new spreadsheets/files and maintains data integrity. Researches information from databases as requested. Generates reports, logs, and listings from databases.

Administers the required functions for voting by mail including the entering of requests; preparation of outgoing ballot packages; processing of returned ballots; and preparation of the ballots for tabulation.

Prepares department forms, correspondence, letters and mailings. Coordinates with other departments and vendors to ensure the accuracy of documents and information.

Assists in training and supervising temporary workers during election cycles. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Operates a personal computer, telephones, copiers, mailing, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, presentation, database, and other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

Works extended hours during election cycles.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's degree preferred; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must be extremely organized, have strong problem solving skills, and possess excellent written/verbal communication skills. Requires the ability to communicate effectively in English; additional preference will be given to bilingual (Spanish) candidates. Proficiency in Microsoft Office Suite Applications required (Word, Excel, Outlook).