

Collier County Supervisor of Elections

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: TEMPORARY WAREHOUSE STAFF PERSON

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.

Essential functions of this position include the following:

- Preparing election equipment and supplies;
- Staging and delivering precinct equipment & signs throughout the county;
- Shipping and receiving warehouse items;
- Maintaining a clean and safe workspace while optimizing space;
- Warehouse tasks with a strong attention to detail and accuracy.

Skills for additional preference include the following:

- Flexibility for tasks and schedules;
- Communicate with staff and supervisors;
- Report issues and discrepancies;
- Organizational and time management skills to complete long term projects;
- Ability to lift up to 30 - 40 lbs;
- Valid Florida Driver License.

AVAILABILITY AND FLEXIBILITY

Requires a full-time, 30-40 hour work week, commitment during each election cycle. Flexibility for additional short-notice overtime/weekend/evening work, especially as Election Day approaches. Must be authorized to work in the United States. Background screening, in accordance with local law/regulations, is required.