

## Collier County Supervisor of Elections

### COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

#### CLASSIFICATION TITLE: TEMPORARY CUSTOMER SERVICE / VOTE-BY-MAIL ELECTION SUPPORT STAFF

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#### JOB DESCRIPTION

##### Purpose of Classification

The purpose of this classification is to assist the Customer Service and Vote-by-Mail Departments with various activities including voter inquires and operational tasks for the Supervisor of Elections office.

##### 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.**

Assist during an election with inbound and outbound phone calls and data entry. This also includes:

Vote-by-Mail tasks:

- Processing Vote-by-Mail requests and communications;
- Processing the returned voted mail ballots;
- Extraction and layout of ballots in preparation for tabulation

Customer Service tasks:

- Processing returned mail;
- Updating Voter records
- Mailroom tasks

#### AVAILABILITY AND FLEXIBILITY

Full-time, 40-hour workweek during each election cycle preferred. Flexible schedules including part time are available. Year-round Collier County residency preferred. Flexibility is appreciated for short-notice weekend/evening work, especially as Election Day approaches.

#### MINIMUM QUALIFICATIONS

- Eligible to work in the United States;
- Registered voter in the State of Florida;
- Must pass a fingerprint background check;
- Reliable transportation;
- Office Computer skills and the willingness to learn election software applications;
- Clerical experience with a strong attention to detail and accuracy;
- Excellent communication skills
- Perform in a non-partisan manner while at the Supervisor of Elections office.

#### Work Location:

Rev Dr Martin Luther King Jr Building • 3750 Enterprise Avenue • Naples FL 34104