

Collier County Supervisor of Elections

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: TEMPORARY VOTER SERVICES
 ELECTION SUPPORT STAFF**

JOB DESCRIPTION

Purpose of Classification

The purpose of this classification is to assist the Voter Services Department with various activities including voter inquiries 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 cycle with inbound and outbound phone calls and data entry. This also includes:

- Updating Voter Records
- Processing Vote-by-Mail requests and communications
- Processing returned mail and voted mail ballots
- Extraction and layout of ballots in preparation for tabulation.
- 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