



MARY JANE ARRINGTON
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

JOB DESCRIPTION
NON-EXEMPT

POSITION TITLE: Temporary Operations Support Specialist

DEPARTMENT: Election Systems

GENERAL DESCRIPTION:

The Operations Support Specialist is a responsible and professional position that reports to the Director of Election Systems. With direction from the Director of Election Systems, the Operations Support Specialist performs warehouse and logistics work necessary to prepare election supplies and equipment used to conduct elections in accordance with Florida Statutes.

ESSENTIAL JOB FUNCTIONS:

(These essential job functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Responsible for creating and maintaining records and reports on elections equipment inventory (asset tracking).
- Responsible for inspection of polling locations for election readiness to ensure accuracy.
- Assists with execution of a maintenance program for voting equipment which includes inspecting and operating each unit to assure proper functioning, repairing and or arranging for repair of inoperable equipment
- Assists with logistics of election equipment delivery and pickup from polling locations.
- Assists with Logic and Accuracy testing of voting equipment.
- Assists with maintaining, storing and retrieving of warehouse and office inventory.
- Assists with the organization and set up of the election/polling location supply bins, preparing and packing of all election's equipment and supplies.
- Handles special projects and other duties as assigned.

MINIMUM QUALIFICATIONS:

1. One (1) year of experience in warehouse operations.
2. Forklift certification preferred.
3. Possess general knowledge of preventative maintenance, repair, and safety precautions.
4. Ability to work with and use computer systems.
5. Ability to use warehouse equipment and tools in repair and maintenance of elections equipment.
6. Ability to establish and maintain effective public and interpersonal relations.
7. Ability to follow detailed oral or written instructions.
8. Ability to lift and carry equipment and boxes of material weighing 30 – 40 pounds.
9. Must possess and maintain a valid Florida Driver's License.
10. Must be a registered voter in the State of Florida prior to appointment.

(A comparable amount of education, training, or experience may be substituted for the minimum qualifications.)

MANDATORY SPECIAL REQUIREMENTS:

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned.

WORKING CONDITIONS: Warehouse Work, Some Field Work; Some Office Work.

