



MARY JANE ARRINGTON
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

JOB DESCRIPTION

NON-EXEMPT

POSITION TITLE: Vote by Mail Specialist (Temporary)

DEPARTMENT: Administrative Services

GENERAL DESCRIPTION:

The Vote by Mail Specialist is a professional position that reports to the Administrative Services Director. The position is responsible for assisting with all Vote by Mail operations. This position will assist the Administrative Services Director with special projects and provide support to all functions of the Administrative Services department.

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.)

- Accept and process Vote by Mail requests
- Verify voter information
- Process returned Vote by Mail ballots
- Receive, verify and maintain voter records and produce reports
- Correspond with voters in relation to their Vote by Mail ballots
- Provide in office Vote by Mail services to voters
- Handles special projects and other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Up to and including a high school degree or GED
2. Demonstrated communication, interpersonal, presentation, and multi-tasking skills.
3. Ability to establish and maintain effective working relationships with other government officials, county staff, vendors and the general public.
4. Ability to understand Federal and Florida Election Laws and Rules and how they apply to elections office operations.
5. Must possess and maintain a valid Florida Driver's License.
6. 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: Office Environment and Field Work