Dana Southerland
SUPERVISOR OF ELECTIONS
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Job Title: Deputy SOE
Supervised By: Supervisor of Elections and other seasoned staff
Full-Time: Monday – Friday, 8:00am – 5:00pm
Minimum Salary: $15.00/hour
FLSA Status: Non-Exempt
Supervisory Duties: None

GENERAL POSITION DESCRIPTION SUMMARY:

The Taylor County Supervisor of Elections Deputy position is clerical in nature and may include customer service and data entry. Basic technology skills is a plus and will be prioritized when reviewing applications. The Deputy SOE may compile and maintain election records of various types utilizing knowledge of established laws, policies, guidelines, statutes, administrative rules, and adopted office procedures. The Deputy SOE provides general election information to the public as well as other governmental agencies.

Work is performed under general supervision and may include use of initiative and independent judgement at times in accordance with well-defined policies, procedures, and techniques.

The Deputy SOE may use one or more of the skills and functions contained within the description below.

KNOWLEDGE, ABILITY AND SKILLS NECESSARY: The position requires the ability to:

- Be interested in public service and have excellent customer service skills
- Develop a basic understanding of the workflow within the Supervisor of Elections Office
- Work with a personal computer in a Windows environment
- Have basic knowledge of business English, spelling, punctuation, alphabetizing, and basic writing skills
- Utilize word processing, excel spreadsheet, e-mail applications, and basic office equipment
- Ability to write correspondence effectively and concisely
- Capable of working independently on multiple projects and prioritizing those projects as needed
- Ability to follow oral and written instructions, with skill in both written and oral communication
- Knowledge of effective telephone etiquette
- Learn and understand multiple management systems and enter reliable data
- Take telephone, written and in-person inquiries and complaints from the public and determine the nature of the call; then refer to appropriate staff as needed
- Establish and maintain working relationships with other local county departments, state, and federal agencies, as well as other Supervisor of Elections and staff across the state of Florida
- Be self-motivated, able to work independently and or with minimal supervision
- Be motivated to self-organize and track multiple tasks, especially during a busy election cycle
- Collect, receipt, post, and maintain deposits for daily reporting of monetary payments
- Find effective solutions to immediate problems and adapt to changing work environment, delays, or unexpected events
- Be professional at all times and comply with office etiquette
- Demonstrate sound and accurate judgment

- Handle pressure or conflict by not becoming overwhelmed and mange reactions to situations
- Handle confidential information with tact and discretion
- Lift, locate, identify retrieve, and update files and equipment weighing up to 25 pounds
- Sit, stand, reach overhead, bend or stoop, including for extended periods of time

SPECIFIC POSITION RELATED DUTIES:

In addition to the essential knowledge, abilities and skills necessary, this position includes, but is not limited to, performing the below specific related duties:

CUSTOMER SERVICE

- Register voters and accept changes to voter registration records
- Process incoming mail
- Stay informed and up to date on laws regarding the elections process
- Accurate typing skills, able to accommodate large workloads under time constraint requirements
- Accurately perform and process voter registration list maintenance
- Complete tasks assigned by the Supervisor
- Confer with Supervisor or other staff when questions arise
- Maintain voter registration files through data entry and document scanning
- Answer inquiries from the public pertaining to registration, elections, precincts, etc.
- Verify and certify candidate and initiative petitions
- Accept and enter Vote by Mail requests
- Answer telephone inquiries, determine the nature of the call; direct call to the appropriate staff; when unable to assist, receive and deliver messages when required
- Greet all incoming customers at the counter in a courteous manner
- Perform notaries; administer oaths and acknowledgments
- Process documents received and distribute to appropriate staff
- Respond to requests for information in an accurate and timely manner
- Screen documents presented for filing for completeness
- Assist in copying and providing publicly available information; receipt any associated fess for such
- Assist in organizing and filing election related records
- Learn, understand, and apply basic election related terminology
- Input data into appropriate software; create forms, reports, additional paperwork needed for retention of information documented
- Learn and understand what constitutes public and confidential information and ensure that it is released only to authorized persons or agencies
- Maintain regular and punctual attendance
- Comply with all personnel policies and procedures in the Office Policy and Procedure Handbook
- Perform other duties and complete special projects as required

OTHER

- Attempt cross-training alongside other staff, so far as is practicable or as directed by the Supervisor, in order to assist during election cycles where other staff may be unavailable.
- Must be able to work under pressure
- Must be able to maintain flexible hours during an election cycle
- Work with vendors to resolve technical problems with hardware/software and other equipment related to election management

MINIMUM QUALIFICATIONS:

- High school diploma or GED required
- Two (2) years of clerical experience and/or serving the general public (preferred)

- Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier
- Must be a Florida registered voter
- Must be able to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of 5 feet with or without mechanical aid
- Must be able to work seated or stand for extended periods of time, sometimes on hard surfaces
- Must have good vision and good hearing
- Comfortable working with technology, electronic equipment, and willing to learn basic programming (Applicants with technology skills will be prioritized during the interview phase)

BENEFITS:

Full-time Supervisor of Elections employees are eligible for:

- Available health, dental, vision, life, and supplemental insurance plans
- FRS Retirement
- Accrued Employee Paid Time Off
- Holiday Pay

END NOTES:

The above position description in no way states or implies every skill or detail that is to be performed by the employee in this position. All employees are expected to maintain a full-time workload during business hours and are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. At no time should an employee maintain a prolonged period of time in which no work is being performed. In the event that any employee has extended downtime, they should seek opportunities to assist other staff.

This position description has excluded the marginal responsibilities of the position that relates to the performance of essential job duties. The requirements list in this document are minimum levels of knowledge, skills, and abilities and are subject to change by the employer as the needs of the employer and requirements of the job change.

The Taylor County Supervisor of elections is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the description is subject to possible modification to reasonable accommodate qualified individuals with disabilities.

The Taylor County Supervisor of Elections is a Drug Free Workplace. All employees are required to be Drug Free and must be able to follow the Drug Free Policy in the Office Policy and Procedure Handbook. Employees may be subject to drug test(s) to detect the presence and/or absence of any drug or alcohol which by way of the policy are prohibited.

This document does not constitute or create an employment agreement or contract, implied or otherwise, other an "at will" relationship.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodations.

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Applicants Printed Name

_____

Applicants Signature

_____

Date