



**CITRUS COUNTY BOARD OF COUNTY COMMISSIONERS
invites applications for the position of:**

Election Support Administrator

SALARY: \$18.50 - \$26.44 Hourly

OPENING DATE: 07/03/19

CLOSING DATE: Continuous

GENERAL DESCRIPTION:

This is a career opportunity with the Supervisor of Elections in the area of poll worker and election administration. Will have varied tasks requiring the ability to multi-task and focus on details and deadlines. Responsible elections work in several areas to include customer service; poll worker recruitment, training, and management; voter registration; vote-by-mail processes; petition verification process; and felony and mental incompetency voter processing. Position requires an applicant with a strong working knowledge of technology and able to learn, design, create, maintain many software and technology programs and databases.

ESSENTIAL FUNCTIONS:

- Recruit and supervise poll workers and early vote workers for county and municipal elections; prepare tasks and precinct assignments for each election; coordinating meetings and training sessions; develop task-specific training programs; develop training presentations including online and video; maintain poll worker files; process Election Day and Early Voting poll worker payroll; collect necessary government payroll forms and coordinate with County Clerk's office; review and revise all printed materials pertaining to poll workers; schedule personal appearances for recruitment or informational presentations.
- Develop fiscal year budget for poll worker activities, employ strategies to meet budget goals.
- Responsible for verifying revenue receipts, prepare deposits, maintain audit of cash box.
- Receive and verify all information that reflects a possible ineligible voter status due to a felony conviction or mental incompetency.
- Assist with felon list maintenance process and other yearly mail-outs as required.
- Answer inquiries from the public and furnish any information pertinent to voter registration, elections and voting.
- Assist in answering telephones. Assist Supervisor of Elections and Operations Manager with special projects.
- Perform other related duties as required and requested.

MINIMUM REQUIREMENTS:

Education, Training, and Experience:

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Four (4) years experience in the field of work, which includes dealing with the public. Associates Degree in Political Science, Public Administration, Public Relations, or closely related field. Comparable amount of training or experience may be substituted for requirements and qualifications. Knowledge of word processing and Microsoft Office software.

Certificates, Licenses, Registrations, Skills:

Requires valid Florida Driver License. Ability to learn computer programs quickly. Ability to operate standard computer and other office equipment. Ability to meet and deal effectively with other employees and the general public. Ability to understand and carry out oral and written instructions. Must be proficient in technology. Ability to make decisions in accordance with laws and regulation and apply those directly to work problems. Bilingual in English and Spanish, although not required, is considered to be an advantage.

SUPPLEMENTAL INFORMATION:

Basis of Rating: Each application will be carefully reviewed to assess each individual's qualifications.

Selected persons will be interviewed which will determine who will be hired for the job. The type and length of related work experience, training and education as shown on the application will be an important consideration in the entire application and selection process. Selected applicant will be required to do assessment testing as required by agency.

Certain service members and veterans and the spouse and family members of the service members and veterans receive preference and priority in employment by the State and are encouraged to apply for positions being filled.

Veteran's Preference will be given to eligible veterans and qualified spouses. A copy of a DD-214 or other supporting documentation must be hand delivered, faxed or mailed to Human Resources and received by the closing date. *DD-214 must list Character of Discharge*

Citrus County Supervisor of Elections is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.citrusbocc.com>

Position #19-92
ELECTION SUPPORT ADMINISTRATOR
SS

3600 W. Sovereign Path, Ste. 283
Lecanto, FL 34461
(352) 527-5370

HR@citrusbocc.com
