



Melissa Arnold
Okeechobee County Supervisor of Elections
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POSITION: Election Specialist

JOB DESCRIPTION

This position is responsible for data entry involving voter registration and list maintenance activities for the voter rolls. Work involves answering inquiries from the public and activities affiliated with conducting elections and assisting with poll worker recruitment, training, manual creation and coordinating supplies necessary for conducting an election.

ESSENTIAL FUNCTIONS

Accurate typing skills, able to accommodate large workloads under time requirements. Demonstrates a working knowledge of general office programs (Word, Excel, Outlook).

The ability to learn the voter registration software utilized in the Elections Office. Maintain voter registration files. Register voters and process voter updates and deletions to the state voter database. Maintain voter registration images through document scanning. Process all mailings such as voter registration cards, all list maintenance forms, incomplete voter registration forms, and polling place changes.

Ballot inventory, distribution, and transport labeling. Coordinate and distribute early voting materials. Create and manage all forms/documents associated with early voting.

Verify and certify candidate and initiative petitions. Assist with absentee ballot requests and absentee address updates and corrections via telephone, mail, or in-person. Investigate process, scan and index felon & mental incapacity documents.

Responsible for multi-line telephone reception and mail processing. Provide information regarding programs; explain policies and procedures; receive requests and comments; research and provide information from voter registration database. Provide forms, applications, or other documents to visitors/voters upon request.

Develops relationships with vendors, other elections jurisdictions and agencies. Initiates projects and provides leadership to change and adapt procedures as required by regulatory changes and for improved voter service and processing effectiveness.

Operate personal computers, telephones, copiers, scanners, label printers, postage meters and other general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, and other system software.

MINIMUM QUALIFICATIONS

Associate's or Bachelor's Degree in business, communications, or a related field, or an equivalent combination of formal education and related working experience.

Must exhibit excellent communications skills, orally and in writing, with experience in public speaking. Demonstrate leadership ability and exhibit organizational proficiency. Ability to acquire knowledge of the laws and regulations governing the electoral process. Must be able to bend, kneel, squat, stand and lift heavy objects as needed and willing to work occasionally on evenings and weekends. Must possess a valid Florida driver license.

Benefits:

- Full-Time, Non-exempt position
- Pay Range \$32,000-\$35,000
- Benefit package – health/dental/life/retirement/paid holidays
- Overtime during Election Season

