



## **Elections Aide**

**Category:** Classified  
**Pay Grade:** C13  
**Job Code:** 09100

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs entry level position involving clerical work in the automated office environment of the Supervisor of Elections supporting the day-to-day activities of the department; assists in all aspects of voter registration and mail ballot processing; interacts with the public directly and through telephone and email communications, which requires effective communication skills and a thorough knowledge of election laws, rules, regulations, and the policies and procedures of the Supervisor of Elections Office.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Processes voter registration applications and maintains the statewide voter registration database by updating voter records from voter correspondence and third-party sources;
- Responds to customer needs in person, by telephone, fax, email, and files records;
- Scans, indexes, and retrieves voter records through a computerized database;
- Assists with incoming mail processing and mail ballot production;
- Processes mail ballot requests and assists with all aspects of return ballot processing, including signature verification, ballot opening, and post-election audits;
- May be required to assist in the training, supervision, and verification of data entered by temporary personnel;
- May assist with voter registration/awareness outreach programs and related school system programs;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Two (2) years of clerical experience in public contact work which provided a working knowledge of government services; or an Associate's degree in administration, public relations, or technical school training diploma or certification in a related field that provides technical or administrative knowledge related to government services; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Senior Office Specialist) within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of the geography of the County;
- Knowledge of Business English, spelling, and arithmetic;
- Knowledge of current office procedures, practices, and equipment;
- Skill in data entry and ability to work from a variety of source documents, at a reasonable rate of speed;
- Ability to work evenings and weekends during periods of peak activity;
- Ability to acquire a basic knowledge of federal, state, and local election laws;
- Ability to learn the geographical, political districts of the County pertaining to federal, state, and local elections;
- Ability to understand and follow oral and written instructions;
- Ability to apply basic computer applications and software;
- Ability to tactfully deliver accurate and understandable information to the public, in response to inquiries or complaints;
- Ability to provide information correctly and concisely, orally and in writing.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.