



ELECTION SUPPORT CLERK

JOB OPPORTUNITY ANNOUNCEMENT

DATE:	NOVEMBER 16, 2021
DIVISION / DEPARTMENT:	ELECTION ADMINISTRATION / ELECTIONS
POSITION TYPE:	REGULAR / FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

POSITION SUMMARY

The Election Support Clerk is primarily responsible for providing ongoing administrative support to the Election Administration Division.

The Election Support Clerk reports to the Elections Manager, but works closely with the Director of Election Administration and the Supervisor of Elections. The Election Support Clerk does not supervise any employees.

SKILLS AND QUALIFICATIONS

REQUIRED:

- High school diploma/possession of a GED certificate
- Minimum of two years' experience in a position with clerical responsibility, working directly with the public
- Knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to election operations
- Strong organizational skills with attention to detail and accuracy with excellent follow-up skills to keep projects moving to completion
- Ability to work extended workdays and weekends, with little or no advance notice
- Prior work experience in a position with rapidly changing priorities and deadlines
- Strong project management skills, including the ability to identify steps of a project, set deadlines and guide cross-functional teams.
- Proficiency with Microsoft Office products including knowledge of spreadsheets, presentation software, database queries, and word processing, and ability to learn new software programs
- Valid driver's license and driving history that meets SOE driving standards - Successful completion of the Orange County Defensive Driving Course

PREFERRED:

- Associate's Degree, or higher education, from an accredited degree granting college or university in Political Science, Business Administration, or a related field
- Prior experience working a minimum of one election cycle for the Supervisor of Elections
- Knowledge of Orange County and Municipalities located within
- Working knowledge of Voter Focus software
- Bilingual in English and Spanish

POSITION FUNCTIONS AND DUTIES

- Serve as the recording secretary to the County Canvassing Board and record meeting proceedings, type minutes for board approval, ensure meeting space is prepared, ensure technical requirements are met, and all other secretarial duties, as required.
- Advertise County Canvassing Board Notices in compliance with the Florida election law and Sunshine Act; i.e. meeting notices, public test, public viewing, vote-by-mail processing/duplication schedule.
- Work with the Director of Election Administration in the creation of the offices open listing, including Federal, State and County, for each election cycle.

- Prepare the SOE target meeting schedule, as directed by management; send meeting invites, reserve meeting rooms, create agendas (Microsoft Outlook).
- Assist the Election Manager with clerical management of candidate qualifying and campaign finance files.
- Prior to Candidate Qualifying, verify and up-date political sign information for all jurisdictions in Orange County.
- Assists the Elections Manager with the management of municipal elections, including, but not limited to; scheduling, contracts, and invoicing.
- Review voter registration stats, by precinct, prior to each election, to determine bi-lingual poll worker requirements.
- Advertise the Vote-by-Mail Processing/Duplication schedule in accordance with the provisions of the Florida elections laws.
- Create sample ballots for surrendered vote-by-mail ballot voters, for use at Early Voting sites and Polling Place locations, to include all applicable races and questions for both countywide and municipal elections.
- Create creole ballots for each election to be used at Early Voting sites, Election Day Polling Places and the SOE Website.
- Perform E-Verify on new Poll Workers, according to IRS requirements.
- Perform sex offender background check on all Poll Workers assigned to work at Orange County Public Schools via FDLE Sex Offender website.
- Assists the Elections Manager preparing forms and staffing for all Public Tests/Post-Audit/Recount.
- Maintain and update staff assignment sheets, per management direction, for countywide and municipal elections.
- Assist the Election Manager with Collection Site supply prep for managers.
- Collect and verify lists of poll watchers from candidates and campaigns for Election Day.
- Conduct basic petition processing.
- Assist with special projects assigned by the Director, Election Administration. Provide backup support for select functions and tasks, including processing voter registration application forms and vote-by-mail requests.
- Monitor SOE website content and recommend updates and changes as needed.
- Work SOE-sponsored voter registration drives and elections.
- Work at least one municipal election as assigned by the Director of Election Administration.
- Continually develop and apply knowledge of Florida election laws in order to effectively create and deliver trainings and answer questions from the public regarding election and voting topics.
- Perform all other duties as assigned.

WORKING CONDITIONS

The majority of the work is performed indoors in an air-conditioned office seated at a desk facing a computer screen. Occasionally there may be work indoors and outdoors at polling locations, voter registration sites and community venues. Requires frequent contact with business professionals, members of the public, and co-workers.

At peak times during elections cycles, this position will require long periods of standing, walking and some lifting.

This position requires full-time hours Monday through Friday, in addition to frequent extended workdays and weekend work due to community events. During election periods, extended workdays and weekend work are frequent, sometimes with little or no advanced notice.

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computer, laptops, tablets, scanner, imaging systems, election equipment, voting tabulators, election media, e-poll tablets, pallet jack, box cutters, printer, facsimile machine, copier, calculator, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Grasping	Reading and Comprehending
Bending	Hand-Eye Coordination	Focus for Extending Periods
Lifting and/or Carrying (20 to 30 lbs)	Standing	Sitting
Crouching	Twisting	Repetitive Wrist Motion
Pushing	Lifting and/or Carrying (up to 20 lbs)	Mental Alertness
Pulling	Walking	Hearing
	Driving	Visual Acuity
		Decision-Making
		Oral Communication

DISCLAIMER

This is a general overview of the Election Support Clerk position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections' Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

HOW TO APPLY

Email applications to: recruiter@ocfelections.com

Mail application to:

Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856