



# ADMINISTRATIVE CLERK

## JOB OPPORTUNITY ANNOUNCEMENT

DATE:	OCTOBER 27, 2021
DIVISION / DEPARTMENT:	ADMINISTRATIVE SERVICES / RECORDS
POSITION TYPE:	REGULAR / FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

### POSITION SUMMARY

The Administrative Clerk assists customers both in-person, by phone, and by email with a variety of public record requests pertaining to elected officials, the viewing and purchasing of public records, requests for voter lists and street indexes, election statistics and results, and other requests related to public records held by the Orange County Supervisor of Elections (SOE).

The Administrative Clerk works under the direction of the Public Records Coordinator, reports to the Chief Financial Officer of Administrative Services, and does not supervise any staff or temporary workers.

### SKILLS AND QUALIFICATIONS

#### REQUIRED:

- Associate Degree in Business Administration, Communication or equivalent work experience
- Minimum of three years' experience in a customer service-oriented position with responsibility for maintaining records and/or files, some of which are of a confidential nature
- Experience in an administrative position in a professional office environment supporting an executive or manager
- Prior work experience in a position that required working independently on a variety of projects without direct supervision and with deadlines
- Ability to multitask with frequent interruptions
- Strong organizational skills with attention to detail and accuracy
- Excellent interpersonal, verbal, and written communication skills
- Ability to maintain composure during periods of high stress and when in the public eye
- Ability to maintain confidentiality and to communicate sensitive matters with diplomacy and tact
- Familiarity with Orange County geography and district representation
- Proficiency with Microsoft Office products, ability to learn to new software programs, database queries
- Valid Florida driver license and driving history that meets SOE driving standards

#### PREFERRED:

- Bachelor's Degree in Business Administration / Communications or related field
- Previous experience working with an elected official or executive
- Prior research experience, retrieval and analysis of data
- Knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to election operations

### POSITION FUNCTIONS AND DUTIES

- Fulfill public records requests through mail, e-mail, phone, or in person including, but not limited to, records pertaining to voter lists, candidate requests, requests for maps and street indexes, and requests for viewing or purchasing election statistics.

- Continually develop and apply knowledge of Florida’s Public Records Laws, including records retention and disposal.
- Assist Public Records Coordinator with managing record files, record inventory, and retrieving, transferring, and destroying records.
- Process cash and check payments by customers for receipt of records requests.
- Assist with maintaining political party files, processing and mailing the annual Financial Disclosure forms for the Orange County SOE, and other projects as assigned.
- Assist with the coordination of food, room setup for FCEP classes and other events held at the SOE office.
- Assist with the preparation and tracking of FSASE Scholarship packets.
- Assist with purchasing of office supplies.
- Time-stamp and distribute incoming mail.
- Participate on specialized teams during Election season such as the Election Management Team, Manual Audit and Recount.
- 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. There may be occasional situations where this position will work in the warehouse, which is warm in the summer months. Some areas of the warehouse may have elevated temperatures with exposure to dust, dirt, and noise. Occasionally there may be work indoors and outdoors at polling locations and voter registration sites. Requires frequent contact with business professionals, members of the public, and co-workers.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance 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, election equipment, printer, facsimile machine, copier, calculator, and company vehicles.

## PHYSICAL AND MENTAL DEMANDS

Requirements & Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Standing	Hearing	Comprehending
Driving	Hand-Eye Coordination	Focus for Extending Periods
Carrying	Visual Acuity	Sitting
Climbing	Reaching Forward	Repetitive Wrist Motion
Kneeling	Moderate Lifting (up to 50 lbs.)	Reasoning
Pushing	Grasping	Mental Alertness
Pulling	Walking	Light Lifting (up to 20 lbs.)

## DISCLAIMER

This is a general overview of the Community Outreach Specialist 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](mailto:recruiter@ocfelections.com)

**Mail application to:**

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