



Orange County Supervisor of Elections

Job Opportunity Announcement

Date: September 10, 2020

Job Title: Public Records Coordinator

Department: Administrative Services

Recruiting Location: Orlando, FL

Position Type: Regular / Full-Time

FLSA Status: Exempt

Salary: Commensurate with experience

Application Deadline: Open until filled

POSITION SUMMARY

The Public Records Coordinator is responsible to report, provide, maintain, and dispose of all election-related records according to established federal, state and local laws. This position oversees timely and efficient customer service for all public record request fulfillments to the Orange County Supervisor of Elections (SOE).

The Public Records Coordinator reports to the Director of Administrative Services and is responsible for directing and reviewing the work of the Administrative Clerk.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Bachelor's Degree in Business Administration / Communications or related field
- Minimum of three years' experience in a position responsible for public records management and interacting regularly with the public
- Prior work experience in a position with rapidly changing priorities and deadlines
- Prior work experience in a position that involved use of spreadsheets, database queries, word processing, and imaging documents
- Ability to research high volumes of information and to extrapolate and compile the data in an expedient manner
- Ability to multitask with frequent interruptions
- Ability to maintain confidentiality
- Excellent organizational and follow-up skills with attention to detail and accuracy
- Excellent interpersonal, verbal, and written communication skills
- Mathematical aptitude and problem-solving ability
- Familiarity with Orange County geography and district representation
- Knowledge of Florida's Public Records Law and procedures related to compliance with the law
- Proficiency with Microsoft Office products including knowledge and use of HTML and Internet publication software, and ability to learn new software programs
- Valid Florida driver license and driving history that meets SOE driving standards

Preferred:

- Masters' Degree in Business Administration / Communications or related field
- Minimum of five years' experience in a position responsible for public records management and interacting regularly with the public
- Knowledge of current legislation pertaining to public records management and ability to interpret legal opinions and regulations
- Prior experience supervising employees

- Prior experience with records retention, inventory and organization of materials and records

POSITION FUNCTIONS AND DUTIES

- Fulfill public records requests through e-mail, phone, or in person. This includes, but is not limited to providing public records and arranging for the viewing of public records pertaining to elected officials, lists of voters, maps and street indexes, statistical data, and election results.
- Ensure compliance with statutory obligations and SOE procedures related to record retention practices and procedures for transfer and destruction of records. This includes compliance with General Records Schedule GS3 for Supervisors of Elections and General Records Schedule GS1-L for local government agencies, as established by the State of Florida, Bureau of Archives and Records Management.
- Report, provide, maintain, transfer, retrieve, and destroy all public records for the Orange County SOE according to all applicable statutes and SOE procedures.
- Maintain in-house records inventory.
- Oversee SOE website arrangement of content and assignment of data related to public records information. Address queries from the public regarding the SOE website.
- Continually develop and apply knowledge of Florida’s Public Records Law in order to effectively answer questions from the public and fulfill requests for public records held by the Orange County SOE.
- Provide directions, guidance, and training to the Administrative Clerk.
- Ensure the Administrative Clerk meets all assigned deadlines.
- Provide yearly financial disclosure processing to the Commission on Ethics.
- Process cash and check payments by customers for receipt of records requests.
- Serve as a member of the Election Management Team (EMT) and proof ballots for elections.
- Provide support and assistance to other departments for elections and events.
- Perform special projects and coordinate with Facilities for storage, retrieval for public records requests and retention compliance of records.
- Assist with special projects in the Administration Services Department including, but not limited to, maintaining political party files, processing and mailing the annual Financial Disclosure forms for the Orange County SOE, and other projects as assigned.
- 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, imaging systems, 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%)
Driving	Walking	Reading and Comprehending
Kneeling	Hand-Eye Coordination	Focus for Extending Periods
Climbing	Grasping	Sitting
Twisting	Reaching Forward	Repetitive Wrist Motion
Lifting and/or Carrying (30 and up to 50 lbs)	Crouching	Concentration
	Standing	Hearing
	Pushing	Visual Acuity
	Pulling	Decision-Making
	Lifting and/or Carrying (20 and up to 30 lbs)	Oral Communication
		Lifting and/or Carrying (up to 20 lbs)

DISCLAIMER

This is a general overview of the Public Records Coordinator 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 application to: recruiter@ocfelections.com

Mail application to:

Orange County Supervisor of Elections

Attention: Human Resources

PO Box 562001

Orlando, FL 32856