



Orange County Supervisor of Elections Job Opportunity Announcement

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| Date: | July 31, 2020 |
| Job Title: | Vote-By-Mail Technician |
| Department: | Voter Services |
| Recruiting Location: | Orlando, FL |
| Position Type: | Regular / Full-Time |
| FLSA Status: | Non-Exempt |
| Salary Range: | \$42,156.00 - \$54,756.00 |
| Application Deadline: | Friday, August 14, 2020 @ 5:00 p.m. |

POSITION SUMMARY

The Vote-by-Mail Technician oversees all aspects of the voting process through the preparation of schedules, design of voter communications, processing of ballot requests and returns, and performance of data quality procedures for the Orange County Supervisor of Elections (SOE) in order to meet all statutory requirements and deadlines.

This position reports to the Vote-by-Mail Manager and does not supervise regular employees, however during election periods, the Vote-by-Mail Technician assists with the supervision of temporary workers.

SKILLS AND QUALIFICATIONS

REQUIRED:

- High School Diploma or equivalent
- Minimum of three years' experience in an administrative position with responsibility for project management
- Prior work experience in a customer service position
- Prior work experience in a position with rapidly changing priorities and deadlines
- Demonstrated strong organizational skills with attention to detail and accuracy
- Prior experience in managing projects and/or teams
- Good communication skills with ability to exercise patience when addressing customer issues
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office products including spreadsheets, 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 in Business, Management, Public Relations or related field
- Bilingual in English and Spanish
- Prior low- to mid-level management experience

POSITION FUNCTIONS AND DUTIES

- Primary responsibility for the operation of the Pitney Bowes sorter.
- Processing undeliverable returns through the sorter.
- Responsibility for quality control and making sure all returning ballots are accounted for and processed correctly.
- Create/update sort schemes for election processing.
- Verify the creation of sif files.
- Manages temporary workers at election time.
- Assist voters with Vote-by-Mail requests, deliver ballots to voters, and address questions from general public.
- Continually develop and apply knowledge of Florida election laws in order to effectively answer questions from the public regarding the Vote-by-Mail voting method.
- Research and resolve data entry errors, retrieve Vote-by-Mail reports, and maintain files in Voter Registration system.
- Supervise and train temporary staff during election periods.
- Monitor office website content and perform updates and/or additions as needed, especially to the Vote-by-Mail pages.
- Perform 2nd and 3rd review of coded returned ballots before presentation to Canvassing Board.
- Oversee the processing of VBM cure affidavits and correspondence.
- Compose departmental and public correspondence related to Vote-by-Mail voting processes.
- Identify quality improvement opportunities for ballot processing effectiveness.
- Work at least one municipal election as directed by the Supervisor of Elections and Elections Director.
- Keeps the Vote-by-Mail Manager informed of work status and coordinates work priorities on a daily basis.
- Readily assists others in the Department as needed to insure all work is processed and all deadlines are met.
- 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. During election periods there may be periods of standing and lifting of mail trays. Occasionally there may be work indoors and outdoors at voter registration sites and community venues involving the transportation and set-up of equipment and supplies.

This position requires full-time hours Monday through Friday, in addition to extended workdays and weekend work during election events, 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, 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 |
| Stooping | Hand-Eye Coordination | Focus for Extending Periods |
| Bending | Repetitive Wrist Motion | Hearing |
| Driving | Visual Acuity | Sitting |
| Pulling | Walking | Oral Communication |
| Pushing | Lifting and/or Carrying (up to 20 lbs) | Mental Alertness |
| Lifting and/or Carrying (20 to 30 lbs) | | Decision-Making |

DISCLAIMER

This is a general overview of the Vote-by-Mail Technician 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

Mail application to:

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

Email application to: recruiter@ocfelections.com