

PALM BEACH COUNTY SUPERVISOR OF ELECTIONS OFFICE

Position Title: Assistant Manager, Vote by Mail Department

Annual Salary: \$35,000 - \$38,000

Hours: 8:30 AM -5:00 PM, Monday-Friday
OVERTIME AS REQUIRED DURING ELECTION CYCLES, INCLUDING EVENINGS AND WEEKENDS

Job Location: 240 S Military Trail
West Palm Beach, Florida

NATURE OF WORK:

This is a full time position with the Supervisor of Elections office of Palm Beach County as Assistant Manager in the Vote by Mail Department. Work involves the training and supervision of full time and temporary workforce in an office and/or call center environment with much emphasis placed upon data entry speed and accuracy. Position will require specialized knowledge of Federal and State of Florida election statutes; including duties of election specialist I, II, and III under the guidance of the vote by mail manager. This position requires reasonable initiative and sound independent judgment in the application of office policies and procedures with ability to establish and maintain effective working relationships with up to 100 call center agents, SOE employees, candidates for office, and the general public.

EXAMPLES OF WORK:

- Responds to correspondence from military and overseas voters.
- Maintains and updates address files on military and overseas voters.
- Prepares and mails advance notification of scheduled elections to vote by mail voters.
- Processes requests for vote by mail ballots.
- Mail vote by mail ballots to qualified electors.
- Training of vote by mail staff.
- Reviews, revises and updates vote by mail voting instructions.
- Distributes vote by mail ballots and supplies to branch offices.
- Orders vote by mail ballot supplies.
- Maintains inventory of vote by mail ballot supplies.
- Supervises vote by mail ballot staff.
- Takes candidate orders.
- Supervises the updating of returned vote by mail ballots.
- Supervises the opening of vote by mail ballots.
- Maintains voter registration records for nursing homes and assisted living facilities.
- Provides supervised voting for absent electors residing in nursing homes and assisted living facilities.
- Runs vote by mail productivity reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of elections office policies and procedures.
- Knowledge, interpretation and administration of Federal, State and local election laws, particularly in reference to vote by mail voting.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of Business English, spelling and arithmetic.
- Knowledge of County's geographic political districts as it applies to Federal, State and local elections.
- Skill in the operation of voting equipment.
- Skill in the operation of data entry equipment.
- Skill in the use of a personal computer.
- Ability to maintain complex records; assemble and organize information.
- Ability to compose effective and accurate written instructions.
- Ability to provide information correctly and concisely, orally and in writing.
- Ability to train, supervise and audit the work of others.
- Ability to require strict compliance of vote by mail election laws.
- Ability to establish and maintain professional, effective and courteous working relationships with fellow employees, candidates and general public.
- Ability to work evenings and weekends during periods of peak activity.

THE IDEAL CANDIDATE HAS:

- Supervisory experience - 2 years
- Training - 2 years
- Call center - 2 years
- Customer service - 2 years
- Record keeping
- Shows Initiative
- Ability to work independently
- Microsoft Office - Intermediate or above
- Ability to run and analyze productivity reports
- Must be eligible to register to vote in the State of Florida at time of hire.

INTERESTED APPLICANTS ARE REQUESTED TO SUBMIT APPLICATIONS AND RESUMES VIA

EMAIL: mailbox@pbcelections.org

Or

MAIL: Palm Beach County Supervisor of Elections

PO Box 22309

West Palm Beach, Florida 33416

PALM BEACH COUNTY SUPERVISOR OF ELECTIONS WEBSITE: www.pbcelections.org

The application can be found under Your Election Office.