

ISSUED: 4-28-14

CLOSES: 5-9-14

Position: **SUPERVISOR OF ELECTIONS**  
**ABSENTEE BALLOT COORDINATOR**

Salary Range: \$40,000 - \$50,000 Annually, depending on qualifications

Location: 240 South Military Trail, WPB

Hours: 8:30 A.M. to 5:00 P.M., Monday - Friday; will be required to work overtime during election cycles, including evenings and weekends.

Other: Must be a registered voter and have a valid Florida Driver's License  
**THIS IS AN AT-WILL POSITION.**

Coordinates the entire absentee ballot process which includes processing the voters' requests for and mailing of absentee ballots through the receipt and proper accounting of the returned absentee ballots. Plans and supervises the activities of the absentee ballot process. Performs complex, specialized absentee voting tasks that require thorough and extensive knowledge of federal, state of Florida and local election codes. Establishes and maintains effective working relationships with fellow employees, candidates and the general public. Must have the ability to interpret and adhere to voting laws in reference to absentee voting and be capable of operating voting and data entry equipment.

**QUALIFICATIONS:**

**Associate's Degree in Business or related field; minimum of three (3) years of experience working in an administrative capacity (e.g., office manager, project manager, executive assistant). Equivalency: Graduation from high school or an equivalent recognized certification and five (5) years of related experience.**

**PREFERENCE FOR EXPERIENCE WITH:** Working in an elections office; project management; using data entry equipment.

**This is not a PBC Board of County Commissioners' position. Please submit employment application and/or resume directly to Palm Beach County Supervisor of Elections.**

**\*\*\*\*\*TO APPLY (READ AND FOLLOW THE INSTRUCTIONS BELOW)\*\*\*\*\***

Obtain application at [www.pbcelections.org](http://www.pbcelections.org) (Click on "Your Elections Office" tab; click on "Join our team" and print application) or at PBC Supervisor of Elections main office located at 240 South Military Trail, West Palm Beach, FL 33415.

**Submit completed employment application and/or resume to:**

**E-mail Address:** [mailbox@pbcelections.org](mailto:mailbox@pbcelections.org)

**OR**

**Mailing Address:** Palm Beach County Supervisor of Elections  
P.O. Box 22309  
West Palm Beach, Florida 33416