St. Johns County Supervisor of Elections Office

Job Title: Administrative Support Officer **Salary Range:** $42,500-57,600

Purpose of Job:
The Administrative Support Officer is a critical role in the organization responsible for providing administrative support services that will ensure elections are conducted in accordance with the Election Laws of the State of Florida. This position coordinates and provides a variety of specialized, professional, and administrative services to support the Chief Deputy in proper human resource and financial management of the Supervisor of Elections Office.

Main Duties and Responsibilities:
Maintains a working knowledge of Voter Focus and the Florida Voter Registration System, Election Laws of the State of Florida, St. Johns County Voting System, and the Supervisor of Elections Website to refer customers to the services available on the website. This position provides direct administrative support to Chief Deputy, which may include but is not limited to: assisting in the payroll process for full-time staff, part-time staff, and election workers, including all aspects of processing Early Voting and Election Day poll worker payroll, all aspects of employee travel and educational class attendance, coordination of the Wellness Program, coding and processing invoices (including drafting budget transfers if necessary), and purchasing card record keeping and processing This position will also be responsible for processing felon and mentally incapacitated records, including scheduling and conducting Administrative hearings, researching records, sending Certified mail and legal advertising prior to removal from the Florida Voter Registration System.

Knowledge, Skills, and Ability:
Requires excellent interpersonal, communication and problem-solving skills to work with the public and personnel in a responsive, courteous, and professional manner. Strong effective communicator in writing and presentations. Proficient in Microsoft Office. Highly developed, demonstrated teamwork skills. Demonstrated ability to increase productivity and continuously improve methods, procedures, and departmental contribution while being cost sensitive. Commitment to continuous learning. Ability to lead in an environment of constant change; experience working in a flexible work environment. Basic working knowledge of office equipment to include, but not limited to, computers, copiers, and printers. Ability to work extended hours including Saturdays, Sundays, holidays, and evenings as needed. Must be a registered voter in Florida.

Education:
Bachelor's degree with emphasis in Business Administration, Human Resources, Project Management, or closely related field; supplemented by three (3) years' experience in human resources, customer service training and development, or large-scale volunteer scheduling experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

SJC Supervisor of Elections is a drug free workplace and an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, marital status, age, disability, or genetics. This position is being advertised for the St. Johns County Supervisor of Elections Office. For any information regarding this position, please contact the Supervisor of Elections Office at (904) 823-2238.

A complete job description including the physical/visual requirements and the environmental conditions of the job are available at the Supervisor of Elections Office.

Interested applicants may submit an application and resume via email to Melissa Lundquist, Chief Deputy, at mlundquist@votesjc.gov.