

Elections Administrative Specialist

Starting Salary \$18.82 hourly
\$39,145.60 annually

Issue Date: Monday, June 17, 2024

Closing Date: Monday, July 01, 2024 or until filled

Remote Work Availability: No. This position requires on-site work.

Application Requirements: Cover letter, resume', and employment application (available on the SOE website). All items must be received by the closing date to be considered.

- **Mailed to:**
Escambia County Supervisor of Elections Office
ATTN: Vicki Mizrahi, Administrative & Finance Coordinator
P.O. Box 12601
Pensacola, Florida 32591-2601
- **Emailed to:** SOE@escambivotes.com
- **Hand-delivered to:** 213 Palafox Place 2nd Floor, Pensacola, Florida 32502

Description

The Administrative Specialist is a highly responsible position that requires extensive customer service skills. Excellent time management skills and proficient computer capabilities are required to successfully handle large workloads on time-constricted schedules. The successful candidate will provide extensive customer service, data entry, access public records, and correspond with the public. This position is required to effectively manage numerous forms, scan documents, and protect confidential information as defined by Florida Statutes. The Administrative Specialist works under the direction of the Administrative and Finance Coordinator to ensure accuracy and completeness of required reports, budgets, and correspondence.

Examples of Duties (*These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*)

1. Creates, assembles, and processes information related to areas of responsibility; compiles and prepares related reports; and maintains related information
2. Responsible for the organization, monitoring, and maintenance of inventory, supplies, equipment, and/or other related items; assists with coordinating service and/or repairs of applicable items
3. Participates in budget preparation by obtaining cost estimates and assisting with preparing recommendations
4. Enters a variety of financial and election information into spreadsheets and databases
5. Ensures that all procedures are carried out in accordance with Florida Election Laws, office policies and procedures
6. Assists customers, employees, and/or other interested parties with requests for information over the phone and in person; researches and resolves discrepancies

7. Participates in county-wide outreach events and voter registration activities
8. Monitors and responds to public inquiries through email, phone, and written correspondence
9. Implements and monitors projects for timely and accurate completion
10. May provide direction and prioritization for temporary staff during election cycles
11. Supports other elections divisions when requested
12. Participates in election educational opportunities
13. Identifies areas of process improvement
14. Performs other election office duties as required
15. Some overtime and out-of-town travel may be essential

Typical Qualifications

Minimum Qualification Requirements:

Associate degree or higher in Public Administration, Business Administration or related field is preferred; or, a combination of education and experience equivalent to these requirements to include; five (5) years of progressively responsible experience in a clerical, secretarial or administrative position.

License Requirements:

- Possession of a valid Florida driver's license with a favorable driving record

Knowledge, Skills, Abilities, and Other Characteristics (KSAOs):

Knowledge of:

- Familiarity with Florida election laws, administrative rules, and opinions
- Knowledge of project management principles
- Time management skills
- Notary Public or ability to obtain a commission certificate if necessary

Demonstrated Skill in:

- Provide outstanding customer service in person, over the phone and in writing
- Ability to work independently
- Excellent time management skills
- Must be able to work under pressure, with composure
- Must be reliable, competent, punctual, accurate and flexible
- Proficiency with word processing, spreadsheets, and accurate data entry in relevant software applications
- Capacity to work under deadlines in a collaborative, team environment
- Work flexible hours during high volume seasons

- Effectively manage numerous forms, scan documents, and protect confidential information as defined by Florida Statutes
- Excel in a team environment
- Communicate with the public with clear expression in English
- Communication and interpersonal relations as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Ability to:

Deal with the public with clear expression in English

Supplemental Information

Employee Responsibilities:

All Escambia County Supervisor of Elections employees must serve the public and fellow employees with honesty and integrity in full compliance with the Election Laws of Florida, the Escambia County Supervisor of Elections Employee Handbook, which include specific policies on ethics and conflict of interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Election Cycle Responsibilities:

During an election cycle, the incumbent of this position will automatically be considered for additional election responsibilities. This employee is subject to work evenings and/or weekends and is expected to perform election related duties, as assigned.

ADA Requirements

Physical Requirements:

Positions in this class typically requires reaching, standing, walking, lifting, grasping, talking, hearing, seeing, finger and hand dexterity as well as repetitive motions. Occasionally and during an election cycle, this position will have periods of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting of elections supplies and/or related equipment.

Medium Work: Exerting and/or lifting up to 30 pounds of force occasionally with assistance, and/or up to 20 pounds frequently, and/or up to 10 pounds constantly to move objects.