



NASSAU COUNTY SUPERVISOR OF ELECTIONS Job Description

JOB CLASSIFICATION:

JOB TITLE: Warehouse & Tabulation Specialist

FLSA STATUS: Non-Exempt

SALARY RANGE: \$34,667.55 - \$52,750.60

REPORTS TO: Director of Elections

PURPOSE OF THE JOB:

This is a highly-detailed administrative professional position. This position will assist with all activities in the tabulation room pre and post-election, ensure quality assurance, and interact with all areas to improve processes. Assist with warehouse management to include overall management of all equipment and supplies used at the polling place. Prepare training materials and train election workers on voting equipment. Implementing measurement of results for future strategic planning. Special projects as assigned.

MAIN DUTIES AND RESPONSIBILITIES:

The omission of specific statements of the duties required by this position does not exclude a duty from the position. Duties that are similar, related, or a logical extension of the duties outlined below will be required and assigned.

1. Assist with security procedures and standards.
2. Assist with the coding of election ballots using vendor software and programs, and adhering to Florida Statutes, Rules and directives, prepares paper and electronic ballots, tests and tabulates ballots and conducts post-election audits.
3. Assist with the development of testing methodology and criteria per tabulator.
4. Assist with planning for and conducting Logic and Accuracy (L&A) testing.
5. Prepare security seals for equipment and election readiness.
6. Coordinate pre-election preparations such as phone line installation and testing, polling place readiness, space allocation and access.
7. Assist with conducting final testing and preparation of equipment, including recording seals and verification log prior to election.
8. Ensure maintenance and documentation of all service entries related to election equipment, electronic poll books and high speed tabulators coordinate preventive maintenance, create logs to track equipment's fully operational state, and communicate with vendors.
9. Train in new upgrades and perform tabulation system upgrades when state certifies vendor's new releases of elections systems.
10. Assist with community outreach events.
11. Manages current and new precinct/polling place or precinct/polling place changes, agreements and announcements. Serves as liaison with polling places and Director of Elections to coordinate the delivery and set-up of equipment.
12. Maintain the organization of records kept on-site and participate in the Records Emergency Response Team.
13. Responsible for thoroughly and regularly monitoring the website for updates to pertinent information.
14. Identify and determine in detail the written procedures/checklist that pertain to the main responsibilities of this position.
15. Train and equip staff members that are designated as a back-up for position responsibilities.
16. Maintain all records associated with the position in compliance with the Nassau County Supervisor of Elections Records Management Plan along with state and federal law.

17. The person in this position frequently communicates with and assists customers and/or co-workers. Must be able to exchange accurate information in these situations.

MANDATORY CONDITIONS OF EMPLOYMENT:

- In connection with the performance of this position, employees may obtain access to reports, records, plans, and programs containing highly confidential information. Employees must utilize utmost integrity to safeguard the public and Supervisor of Elections interests.
- This position requires knowledge of Florida and federal laws, rules and procedures relating to election laws, the Florida Public Records Act, and all other legal requirements relating to the operation of Nassau County's constitutionally elected public official, Supervisor of Elections Vicki Cannon, and the Nassau County Supervisor of Elections Office.
- A Valid Class "E" driver license required.
- Work requires occasional travel to meetings, conferences, training seminars, etc.

AUTHORITY/DECISION MAKING:

- Mistakes and errors in judgment due to the critical functions provided by the Supervisor of Elections are major in nature and may require immediate discipline, including but not limited to termination of employment. Mistakes and errors can result in major financial expenditures for equipment, not to mention the Office's serious loss of community good will through the preparation and presentation of data upon which management bases important decisions.
- This position involves full and complete access to reports, records, plans, and programs where utmost integrity is required to safeguard the public and Supervisor of Elections interests.

EDUCATIONAL REQUIREMENTS:

- Graduation from high school or an equivalent recognized certification.
- Associates or Bachelor's degree is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to comprehend, speak and proficiently write the English language.
- Must possess good interpersonal and communication skills and be able to work as part of a team.
- Must possess the availability to create and conduct oral presentations pertaining to both clerical reports as well as conducting poll worker training.
- Must maintain the high integrity of the Office of the Supervisor of Election including conducting nonpartisan actions in the performance of election and voter registration work.
- Must be able to operate general office equipment, including but not limited to proficient computer use and required Office programs.
- Preferred knowledge of vendor specific software, such as Voter Focus.

PHYSICAL REQUIREMENTS:

- Work is performed in a typical office environment.
- Applicants must be able to lift 50 pounds occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Must be able to remain in a stationary position 50% of the time to perform basic keyboarding and other repetitive motions.
- Must be able to constantly move and position self to retrieve files, replace files, etc.

NOTICE AND SIGNATURES:

This job description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Employee's Signature: _____ Date: _____

Supervisor of Election's Signature: _____ Date: _____

NASSAU COUNTY SUPERVISOR OF ELECTIONS IS AN EQUAL OPPORTUNITY EMPLOYER