

**COLLIER COUNTY, FLORIDA  
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**VOTE-BY-MAIL COORDINATOR**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to issue vote-by-mail ballots, handle vote-by-mail voter service inquiries, maintain voter records, and support all other vote-by-mail ballot functions.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Interacts daily with registered voters and makes decisions regarding the vote-by-mail balloting process. As part of a team, works well with others and communicates ideas effectively. Exchanges information, coordinates assignments, and problem solves with others.

Supervises temporary workers for ballot processing and voter inquiries during peak election cycles.

Designs routing and sorting schemes and then loads, operates, adjusts, and repairs machinery used by vote-by-mail department.

Maintains database information for vote-by-mail ballots by entering voter registrations and vote-by-mail ballot requests, retrieving voter information, and providing detailed reports. Creates new spreadsheets/files and purges old data. Researches information from databases as requested. Generates reports, logs, and listings from databases. May include scanning paper documents into digital database.

Administers the security of vote-by-mail ballots by ensuring secure distribution, receipt, and storage. Controls voted vote-by-mail ballot acceptance, signature verification, sorting, and extraction.

Prepares department records, reports, and forms. Prepares correspondence and letters; receives documents and retrieves information from drafts, summaries, databases, or other source documents; incorporates information into prepared materials; proofreads for accuracy and completeness; copies and distributes documents as appropriate. Requests information from other departments as necessary to complete department records/files.

Answers telephones; assists callers with questions regarding election related issues, services, or procedures; refers callers to other staff members as appropriate. Responds to email, web, and fax inquiries.

Operates a personal computer, telephones, copiers, mailing, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, presentation, database, and other system software.

**ADDITIONAL FUNCTIONS**

Works extended hours during election cycles.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

**MINIMUM QUALIFICATIONS**

Bachelor's degree preferred, with emphasis in operations, production, business, accounting, software applications or similar skills; or associate's degree in similar fields; supplemented by three years of progressively responsible work experience

**Collier County Supervisor of Elections**

**Grade 14 Non-Exempt**

performing operations, production, or customer processing tasks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.