COLLIER COUNTY, FLORIDA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: TEMPORARY WAREHOUSE STAFF PERSON

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.

Essential functions of this position include the following:

- Preparing election equipment and supplies;
- Delivering and installing Precinct signs throughout the county;
- Shipping and receiving warehouse items;
- Maintaining a clean and safe workspace while optimizing space;
- Warehouse tasks with a strong attention to detail and accuracy.

Skills for additional preference include the following:

- Flexibility for tasks and schedules;
- Ability to lift up to 50 lbs;
- Valid Florida Driver License;
- Telephone communication skills.

AVAILABILITY AND FLEXIBILITY

Requires a full-time, 30-40 hour work week, commitment during each election cycle. Flexibility for additional short-notice overtime/weekend/evening work, especially as Election Day approaches. Year-round residency preferred. Must be authorized to work in the United States. Background screening, in accordance with local law/regulations, is required.