

PASCO COUNTY SUPERVISOR OF ELECTIONS

BRANCH OFFICE COORDINATOR

MAJOR FUNCTION

Administrative coordination of a branch office and responsible specialized elections work in qualifying candidates, maintenance of voter registrations, vote-by-mail ballots and answering public inquiries. Reports directly to the Director of Administrative Services.

ILLUSTRATIVE DUTIES

Provides assistance to public by answering inquiries of a complex nature and furnishing information pertinent to voter registration, elections and voting through knowledge of election laws, regulations and office procedures

Prepares annual budget requests to meet branch office needs including adequate supplies and maintenance of office equipment

Maintains spreadsheet of office supply inventory

Oversees staff assigned to branch office and keeps them informed of updates or changes in office procedures, laws, or computer system

Coordinates leave time requests for their staff with the Director of Administrative Services

Trains employees assigned to branch office

Responsible for checking mail and courier receptacles daily

Responsible for election Notary Services for the branch office. Responsible for requesting budget monies to renew prior to expiration of credentials

May perform in one or all of the following as required:

Vote-by-Mail Ballot Coordination

- Responsible for secure maintenance of ballot supplies
- Responsible for ballot preparation and issuance for walk-in voters and trains staff accordingly
- Prepares voted ballots for secure transportation to the main office utilizing designated forms and procedures
- Processes mail ballot requests including ones made in-person, in writing, by telephone or electronic means
- Responsible for knowledge of current vote-by-mail procedures for office

Candidate Coordination

- Advises candidates and political committees on election laws and procedures
- Oversees candidate qualifying for branch office
- Prepares candidate materials for handout including instructional power points, reporting credentials, PINs, and data retrieval
- Oversees secure transport of candidate papers to main office
- Processes data requests as needed

Early Voting Coordination

- Oversees staffing/scheduling at designated early voting sites by making replacements as needed
- Serves as voter services liaison with designated sites throughout early voting
- Maintains sufficient supplies to help designated sites as needed
- Receives daily return items from designated sites and prepares them for secure transport to main office

Voter Administration

- Assists with voter registration tasks
- Assists in answering the telephone and front counter reception as needed
- Assists with candidate/initiative petitions as needed
- Assists with voter education/outreach including scheduling of events, maintaining spreadsheet of information, recruitment of ambassadors/volunteers, supplies, etc.

Performs related work and other duties as required

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of Business English, spelling and arithmetic
- Knowledge of election laws and procedures
- Knowledge of county geographic and political districts as applicable to local and state elections
- Knowledge of the administrative and procedural regulations applicable to the Office of the Supervisor of Elections
- Ability to understand and carry out oral and written instructions
- Ability to make decisions in accordance with laws and regulations and apply these to work problems
- Ability to meet and deal effectively with other employees and the general public
- Ability to acquire knowledge of the laws and regulations governing the electoral process
- Ability to plan, organize and supervise the work of a staff of clerical employees
- Ability to operate standard computer equipment and have a working knowledge of personal computers and software applications including word processing and spreadsheets

MINIMUM QUALIFICATIONS

Graduation from a two-year college with course work in Business

Four years experience as an elections specialist or equivalent elections clerical work

A comparable amount of training or experience may be substituted for the minimum qualifications

MANDATORY REQUIREMENTS

Must have a current Florida Driver License

Must be a registered voter in the state of Florida

Able and available to work extended hours and weekend hours as needed, with little or no advance notice