



## NOW HIRING: SEASONAL ELECTIONS POSITIONS

### Important:

\*\*\*Only applications received through the application portal located at [www.LeonVotes.gov/Jobs](http://www.LeonVotes.gov/Jobs) will be considered for hire. Visit [www.LeonVotes.gov/Jobs](http://www.LeonVotes.gov/Jobs) for complete information on all full-time seasonal positions. Applicants can indicate any positions they'd like to be considered for, and resumes will be held and reviewed until ALL positions in ALL hiring waves are filled. Once you have applied, you do not need to apply again.\*\*\*

**Currently hiring for several Seasonal Elections positions across various teams. Quick overview below. Full details at [www.LeonVotes.gov/Jobs](http://www.LeonVotes.gov/Jobs)**

These teams provide administrative, clerical, customer-service, and logistical support needed to ensure smooth and accurate elections in Leon County. Attention to detail and the ability to work flexibly in dynamic team environments are essential. These OPS positions are full-time and run from June 3<sup>rd</sup> through November 27<sup>th</sup>, 2024.

### **EARLY VOTING TEAM:**

Are you a problem-solving superstar? Would you rather stay on the move than be at a desk all day? This team helps manage early voting activities across the county, train and lead early voting poll workers, troubleshoot voter concerns, provide operational support in the form of packing and inventorying supplies, and assist other teams as needed.

### **VOTER SERVICES TEAM:**

Are you a customer service rockstar? Can you process data quickly and accurately? This team handles forms and data processing, answering public phone lines, greeting guests, preparing correspondence, assisting candidates with reporting requirements, records retention, and other get-it-done duties.

### **VOTE-BY-MAIL TEAM:**

Do you love managing tiny details? Have a knack for technical problem-solving and customer service? This team processes vote-by-mail requests, answers public phone lines, issues vote-by-mail ballots, confirms signature matches for voters, operates in-house mail equipment, compiles reports, and performs other detail-oriented tasks.

### **Most Positions Include:**

- Voluntary healthcare coverage (premium cost shared with employer)
- Automatic enrollment in the Florida Retirement System
- Hiring ranges starting at \$15.00 per hour and varying based on experience and specific job duties and responsibilities
- Full-time hours (40 per week) with generally a Monday-Friday 8-5 schedule and an hour for lunch
- Significant periods of overtime during the few weeks leading up to and after each 2024 election (Election Days: August 20<sup>th</sup> and November 5<sup>th</sup>)



- Overtime paid at time-and-a-half; may include evenings, weekends, and holidays
- Other Personnel Services (OPS) status; At the completion of their fifth week worked, all full-time OPS staff of Leon SOE will become “vested” and are eligible to begin receiving one hour of paid time off per week of employment.

### **Requirements Include:**

- The highest level of integrity, responsibility, and teamwork
- **A commitment to continue employment with us through November 2024** *(Once training is complete, it is very difficult for us to replace team members in time for a successful election. If you don't believe you can commit to the entire assignment, these positions won't be the right fit for you.)*
- Acceptable criminal background check
- Dedication to providing outstanding voter services and accessible elections in Leon County with integrity, transparency, and accuracy
- Some positions require an insurable driver's license, a reliable personal vehicle, and the ability to spend long periods of time standing or walking (including on concrete floors).

### **Skills Include:**

- Strong attention to detail
- Accuracy and speed in processing data
- Ability to stay focused and engaged even with highly repetitive tasks
- Ability to collaborate in a team atmosphere
- Critical thinking and decision making
- Friendly, patient, and professional customer service
- Ability to handle pressure and meet firm deadlines with composure and positivity
- Ease with learning new software and technology

**Full details, instructions to apply, and official online application portal are located at [www.LeonVotes.gov/Jobs](http://www.LeonVotes.gov/Jobs)**