

# HERNANDO COUNTY SUPERVISOR OF ELECTIONS

## JOB DESCRIPTION

<b>Job Title</b>	IT Support Specialist	<b>Pay Grade</b>		<b>Class Code</b>	1065
<b>Department</b>	Elections IT	<b>Salary Range</b>	\$15.00 - \$20.00		Hourly
<b>Division</b>	Supervisor of Elections Office	<b>FLSA</b>	Nonexempt		
<b>Reports to</b>	Supervisor of Elections, Chief Deputy, and IT & Elections Systems Supervisors	<b>Revision</b>			
<b>Bargaining Unit</b>	None				

### GENERAL DESCRIPTION

Creative and resourceful individual, who will be able to coordinate, communicate, implement, and support the technological functions of the election office. Must be a professional who will be able to serve at the discretion of the Supervisor of Elections.

### ESSENTIAL JOB FUNCTIONS

- Deploy, maintain, and troubleshoot workstations in a MS Windows 10 environment.
- Experience working with all MS Office applications i.e., Word, Excel, O365, Publisher, etc.
- Create and edit digital media as requested, including photos, videos, presentations, and audio.
- Update and create social media posts as requested.
- Knowledge or ability to learn video editing.
- Ability to edit company website.
- Accurate typing skills.
- Handling pressure under time restraints and deadlines.
- Assist in preparing and deploying election equipment and systems.
- Asset tracking and inventory control.
- Manage and troubleshoot applications designed for elections.
- Assist with the canvassing of Vote-by-Mail ballot.
- Complete tasks assigned by IT & Elections Systems Supervisors.
- Maintain voter registration files through data entry and document scanning.
- Assist front counter staff during downtime or heavy workloads.
- Review documentation and ensure its consistency and clarity.

<b>JOB STANDARDS</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Graduation from an accredited high school or possession of an acceptable equivalency diploma.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Two (2) years of experience serving the general public.</li> <li>• Two (2) years of experience in office clerical work.</li> </ul> <p>Note: Comparable amount of training and/or experience may be substituted for the above minimum qualifications.</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Considerable knowledge of business English, spelling, grammar, and arithmetic.</li> <li>• Knowledge of common office practices and procedures.</li> <li>• Knowledge of word processing systems and other office software.</li> <li>• Ability to create graphics, art, or other creative media.</li> <li>• Ability to write correspondence effectively and concisely.</li> <li>• Capable of working independently on multiple projects and prioritizing those projects as needed.</li> <li>• Ability to acquire knowledge of the laws and regulations governing the electoral process.</li> <li>• Ability to follow oral and written instructions, with skill in both written and oral communications.</li> <li>• Hardware/Software troubleshooting.</li> </ul>
<b>Licenses, Certifications or Registrations</b>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.</li> <li>• Must be a Florida registered voter.</li> </ul>
<b>EQUIPMENT USED</b>	
Computers, copy machine, telephone, facsimile, EVID's (Electronic Poll Books), Quadiant mail machine.	
<b>CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS</b>	
<ul style="list-style-type: none"> <li>• Be an effective team-player.</li> <li>• Knowledge of business English, spelling and arithmetic.</li> <li>• Knowledge of common office practices and procedures.</li> <li>• Have strong customer service orientation.</li> <li>• Ability to write correspondence effectively and concisely.</li> <li>• Ability to troubleshoot technical issues with computer hardware and software.</li> <li>• Ability to acquire information of the laws and regulations governing the electoral process.</li> <li>• Ability to follow oral and written instructions.</li> <li>• Ability to learn new technologies and applications quickly.</li> <li>• Knowledge of effective telephone etiquette and skill in both written and oral communications.</li> <li>• Ability to read and understand equipment specifications and operational manuals.</li> </ul>	

**ESSENTIAL PHYSICAL SKILLS**

- Moderate lifting (15 to 44 pounds), light carrying (under 15 pounds).
- Must be able to use equipment listed in job description.
- Good vision and good hearing.

**ENVIRONMENTAL CONDITIONS**

- Constant – Working inside and closely with others.
- Occasionally – Outdoor work.

**MARGINAL / SECONDARY JOB FUNCTIONS**

- Performs other reasonable related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>