

YOUR ELECTIONS OFFICE IS HIRING!



Voting Systems Technician, Full Time

General Description

This is a career opportunity with the Supervisor of Elections to learn the process of election management. Public service is a public trust. You will be required to exceed traditional expectations of customer service. There will be many new tasks to learn with an emphasis on details and deadlines.

Essential Functions

- Maintains working knowledge of the Election Laws of the State of Florida, as well as a working knowledge of the voting system and voter registration system used in Flagler County.
- Assists in coordinating and monitoring voting equipment activities. Maintains, organizes and prepares the voting system for elections. Provides primary and secondary support of computer technology which includes problem resolution.
- Performs other related duties as assigned.

Minimum Requirements

- Requires Associate's degree, vocational technical degree, specialized training in management of information systems, computer science, or closely related field that is equivalent to satisfactory completion of two years of college education.
- The applicant must possess a minimum of two years of hands-on knowledge of MS Windows server-client environments including MS Office applications.
- Troubleshooting workstation hardware and software issues, permissions-related issues, and other related technical issues as needed.
- Supplemented by a minimum of two years progressively responsible experience in computer science, information technology systems, business, or elections operations; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- This job requires an intermediate level of IT proficiency. The applicant must have the ability to focus on details and have a strong desire to improve by learning new skills. This position requires lifting of 90 lbs. The applicant must possess a valid Florida Driver's License and a favorable driving record. The Flagler County Supervisor of Elections offers Veteran's preference and is an equal opportunity employer. This is a drug-free, smoke-free workplace. Criminal background check is required.

Full-Time Position

Weekdays: Monday - Friday
Work Hours: 8:00am - 4:30pm

Benefits:

County benefit package including health insurance, retirement, paid vacations and paid sick leave.

Pay Rate:

\$12.00 per hour to start,
pay based on experience.

Download the Employment Application online:

<http://www.flaglerelections.com/Elections-Office/Employment-Opportunities>

Completed applications must be submitted in paper copy and contain an original signature.

Contact: Kaiti Lenhart
Supervisor of Elections
(386) 313-4170

Deliver application to: Flagler County Supervisor of Elections Office
Located in the Government Services Building
1769 E. Moody Boulevard, Building 2, Suite 101
Bunnell, FL 32110