



Seasonal Election Positions - 2022

Important:

Only applications received through the application portal located at www.LeonVotes.gov/Jobs will be considered for hire. Visit 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 many positions across three projects teams. Quick overview below. Full details at www.LeonVotes.gov.

These teams provide administrative, clerical, and customer-service 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 May 23rd through November 23rd of 2022. Health insurance available.

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, prepare reports and reconcile data, pack and inventory supplies, and assist other teams as needed.

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.

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.

Successful Candidates Will Be:

- Self-motivators
- Creative problem-solvers
- Next-step anticipators
- Multi-taskers and collaborators
- People-oriented
- Action-oriented
- Meticulous with details and follow-through
- Level-headed and consistent
- Eager to build their knowledge of elections processes and laws
- Committed to a team environment, pulling together for deadlines and goals

Some positions require an insurable driver's license, a reliable personal vehicle, the ability to spend long periods of time standing or walking (including on concrete floors), and the ability to lift up to thirty pounds. Most positions require some overtime during peak election times.

Full details, instructions to apply, and official online application portal are located at www.LeonVotes.gov/Jobs.