

**Supervisor of Elections Office, Leon County FL**  
**Employee Position: Executive Administrative Assistant- OPS**

**JOB DESCRIPTION :**

The primary role of this position is to provide responsible administrative and clerical support for the Supervisor of Elections. Work involves preparing and processing varied administrative documents such as payroll, human resources, purchasing, etc.; preparing a variety of operational documents, forms, reports, records and summaries; entering data and retrieving information from department databases; maintaining automated and manual files; and maintaining the schedule for the Supervisor of Elections. The Supervisor of Elections is an EEO/ADA employer.

Individual must be able to work under pressure with composure, have flexible hours, be able to lift up to thirty pounds and possess an insurable driver's license. Work is performed under the direction of the Administrative Services Director, generally in an office environment. The position supports the Supervisor of Elections, the Deputy Supervisor, and the Administrative Services Director.

Extended hours as required during election cycles. In the event of a declared state of emergency, employees may be called to work during days or hours other than those for which they are regularly scheduled.

**REQUIRED SKILLS:**

- Proficiency with word processing, editing, creating spreadsheets and designing presentations.
- Ability to prioritize multiple assignments and proactively seek information and solutions.
- Strong written communication and verbal skills.
- Comfortable making calculations, including proration and percentages.
- Ability to maintain personnel information using discretion.

**DESIRED SKILLS:**

- Knowledge of basic bookkeeping principles.
- Familiarity with Florida Statutes and the voter registration process.
- Knowledge of Election Laws and procedures.

**ILLUSTRATIVE DUTIES:**

- Performs a variety of administrative duties for the office to include assisting with budget tracking, purchasing, payroll and accounting documents. Records and deposits monies received by the office.
- Prepares and/or reviews procurement documents to include bid specifications, invoices; contracts, etc.
- Assists in preparing payroll documents, auditing time sheets.
- Schedules and tracks employee training and workshop attendance. Makes travel arrangements and processes expense reconciliation for employee travel.
- Prepares operational and program reports, correspondence, and other materials for the office and the Supervisor of Elections as requested.

- Enters data into office databases, to include information from administrative functions and from operational/program activities.
- Assists with seasonal hiring process and coordination of new employee orientation. Coordinates security access for employees and secure area monitoring.
- Assists in ordering office supplies and tracking inventory.
- Maintains calendars for management staff and coordinates with outreach staff on public events conducted by the Supervisor of Elections.
- Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs special projects as assigned.

**PREFERRED TRAINING AND EXPERIENCE:**

Associate's degree with course work emphasis in Business Management, Administration or closely related field; supplemented by a minimum of four (4) years progressively responsible experience in administrative support functions.

Related professional experience may be substituted for the required education on a year for year basis.

Must possess a valid driver's license and favorable driving record.