



Election Worker Office Clerk (Temp/PT):

General Description

The essential function of the position is to support the Election Worker Operations Specialist in delivering smooth, well-organized election worker training and maintaining accurate election worker records. The role requires strong attention to detail, comfort with basic technology, and the ability to communicate clearly with election workers.

Job Functions:

- **Training Support** - Prepare and distribute training materials, make copies as needed, set up PowerPoint presentations, and ensure all training equipment (projector, laser pointer, and related tools) is functioning properly. Set up training rooms.
- **Systems Management** - Assist with the Poll Worker Hub Election Worker Management system, including downloading class sign-in sheets, confirming training attendance, and sending follow-up communication to absent election workers.
- **Administrative Assistance** - Provide general support to the Election Worker Operations Specialist and perform additional duties as assigned.

Qualifications and Requirements

- **Technical Skills** - Ability to send and receive emails, manage software systems, and perform light typing.
- **Organizational Ability** - Strong attention to detail, accuracy in record-keeping, and reliability in completing assigned tasks.
- **Communication Skills** - Comfortable interacting with election workers and sending follow-up messages when needed.
- **Valid Florida Driver's License** and good driving record.
- **Sedentary work** involving standing or walking for brief periods, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machines or office equipment.

This temporary position is expected to run for roughly five months. The role requires a flexible schedule, as weekly hours may vary from 1–2 days to 4–5 days, and occasional weekend work may be required.

Pay: \$15 per hour

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To apply, send completed application and resume to info@ClayElections.gov