



Voter Services Clerk (Temp/PT):

General Description

The essential function of the position within the organization is to provide customer service and general office support. The position's responsibilities include performing data entry and general clerical tasks, providing customer service and assisting with the overall voting/election process.

Job Functions:

- **Customer Service-** Provide assistance and attend to the needs of the public (walk-in traffic, telephone calls) to address inquiries and routine voter/election information
- **Data Entry-** Compile, sort, and verify the accuracy of voter registration data; enter voter registration information into system in compliance with applicable guidelines.
- **General Clerical Tasks-** Process incoming mail, data research, filing, faxing/photocopying, performing inventory
- **Voting Process Assistance-** Process all Vote by Mail requests; process returned mail ballots, verify signatures

Qualifications and Requirements

- Demonstrated communication and interpersonal skills
- Competency in computer skills
- 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