

Job Opportunity

Elections Supervisor Registration Section

The Miami Dade County Elections Department is recruiting for a permanent, full time Elections Supervisor to serve as a leader within the Registration Section of the Voter Services Division of the Miami-Dade County Elections Department.

Minimum Salary: \$42,790.80 Maximum Salary: \$72, 185.62

Responsibilities/Duties:

Supervise and coordinate the notification, newspaper ad requirements, and removal process of voters who have been convicted of a felony, adjudicated mentally incapacitated, notified of an invalid residential address, or identified as deceased or not a US Citizen.

Supervise and coordinate the opening, preparation, batching, and dissemination of incoming mail received from the public, 3rd party organizations, public assistance agencies, libraries, armed forces, offices that serve people with disabilities, and registered voters.

Supervise and coordinate the research of addresses submitted by voters or applicants to update their records or register to vote with the use of Property Appraiser's website, Driver license records, maps, and Bresser's Reverse Directory.

Tracks, monitors, and reports errors or issues with the voter registration database to Information Systems, VR Systems, or the Division of Election to ensure optimal performance.

Supervise and coordinate the maintenance of the voter registration database to ensure there are no duplicate records; oversee the ongoing removal process of duplicate records as required.

Supervise and coordinate the quality assurance of data entry processed to ensure accurate information is entered into the voter registration database.

Supervise and coordinate activities of employees responding to voter inquiries received through registration email addresses: SOEDEADE and Register.

Supervise and coordinate the tracking and processing of affirmations and declaration to secure assistance.

Supervise and oversee the analysis of unverified voters to include notification to voters who need to provide proper documentation, acceptance of documentation, and overriding the unverified status when required.

Train and assign duties to staff as required.

Supervises 2 permanent employees and up to 75 temporary employees.

Performs related duties as required.

Minimum Qualifications:

Bachelor's degree. One year of elections experience is required. Additional related experience may substitute for the required education on a year-for-year basis.

Position Open Date: July 16, 2016

Position Close Date: July 26, 2016

To view detailed information and apply to this position, please visit the Miami-Dade County jobs website at:

<http://www.miamidade.gov/humanresources/jobs.asp>

Job Opening # 40278