

Job Opportunity

Elections Supervisor Vote-By-Mail Section

The Miami Dade County Elections Department is recruiting for a permanent, full time Elections Supervisor to serve as a leader within the Vote by Mail 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 data entry of Vote-by-Mail Ballot Request Forms, Annual Notices, Renewal Notices, Overseas Notices, Request Letters, Campaign Cards, Website, Phone, Email, Fax, Vote-by-Mail Ballot Cancellation Requests, and Federal Post Cards Applications (FPCA).

Supervise and monitor customer service activities to ensure the dissemination of information for voter inquiries regarding their ballot status, changes to their records or as it relates to policies and procedures for Vote-by-Mail Ballot requests by phone or in-person is correct, per state mandates.

Supervise and coordinate the changes involved when updating voter information, residence addresses, temporary addresses and mailing addresses.

Supervise and coordinate list maintenance of the vote-by-mail voter database through the processing of undeliverable mail from the Post Office, to include miscellaneous correspondence and ballots sent to voters; auditing of the default address database to ensure addresses are current and consistent with voter request

Supervise the sorting, stamping and batching of all incoming mail received; record by category to ensure all mail is processed in the order in which it is received and quality assurance is performed in accordance with policies and procedures

Supervise and coordinate the preparation of reports to track work load quantities and productivity; analysis of reports to provide recommendations for additional staff resources

Supervise and coordinate the processing of duplicate ballots issued to voters, if required; coordinate with Information Systems to track ballot status as required

Supervise the preparation of completed sorted and batched work to be handed over to the EDMS technicians.

Create, track and monitor spreadsheets for Federal Write-In Ballots (FWAB) received and prepare them for the Canvassing Board.

Supervise and handle the dissemination of letters to voters advising the status of requests for absentee ballots, signature updates, and other absentee ballot request related notices.

Supervises 1 employee and up to 100 temporary employees in an off-site location

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 # 40280