TEMPORARY JOB DESCRIPTION

**Department Name:** Community Services

**Position Title:** Poll Worker Recruiter

**Pay Rate:** $15/hr

**Assigned Work Location:** Elections Service Center

**Hours:** Standard 8:00am – 5:00pm with the availability to work earlier, later and weekends

**Anticipated Start Date:** January 2020

**Anticipated Assignment Length:** through November 2020

**Job qualifications:**

- Great customer services skills and phone etiquette
- General office practices and procedures
- Ability to speak, read and write English
- Ability to follow verbal and written instructions
- Ability to use a computer, tablet and basic software (i.e. Excel, Word)
- Ability to learn election related software
- Ability to work overtime if required (long days and weekends if necessary)
- Ability to work independently and with others
- Graduation from High School or possession of a GED certificate

**Illustrative job duties:**

- Processing Poll Worker applications and quizzes
- Upload information into Poll Worker records
- Assign Poll Workers to positions and precincts
- Assign Poll Workers to training classes
- Track assignments and training
- Assist with VoteHillsborough Community Challenge
- Prepare Clerks’ Packets and assist with Clerks’ Pickup
- Other duties as required