

Job Title: GIS Assistant

Purpose: This position assists the Election Technical Specialists with managing the elections address database and day-to-day auditing during early voting.

Minimum Education, Training and/or Experience: High School Diploma or GED, College graduate preferred. Customer service experience preferred.

Essential Functions of the Position:

- Managing the elections address database in preparation for and during voting
- Filling map and data requests
- Providing phone support to voting locations
- Monitoring GIS voting assistance projects such as an online wait map
- Early voting and election day auditing
- Provisional voting
- Must be detail orientated and have good organizational skills
- Adhere to security policies regarding confidential voter information
- Perform other related duties as assigned

Knowledge, Skills, Abilities:

- Proficient in ArcGIS Pro or Desktop
- Strong data entry skills
- Experience working with Microsoft Excel and Word
- Ability to use judgement and decision-making skills to evaluate situations, establish priorities, and resolve matters independently
- Ability to understand and follow oral and written instructions
- Ability to establish priorities and pass on information as needed
- Ability to speak clearly and communicate effectively and professionally
- Ability to deal tactfully and courteously with site staff
- Able to lift at least 25 lbs.
- Ability to work under stressful situations and competing deadlines

Position Information:

This is a seasonal full-time position. Work hours are 8:00am to 5:00pm, Monday – Friday, with additional hours as needed. Some overtime and occasional weekend hours are required.