

**Job Title:** Absentee by Mail Assistant

**Purpose:** This position assists the absentee by mail program supervisor with daily office tasks, providing a smooth voting process for citizens and ensuring a confident voting population.

**Minimum Education and Experience:** High school Diploma or GED required. Experience in a data entry and/or customer service role is preferred.

**Essential Functions of the position:**

- Enter data from absentee request forms into a computer system.
- Answer phone calls relating to the voting process.
- Adhere to security policies regarding confidential voter information.
- Contact voters through mail, email, or telephone when needed.
- Assist with the process of mailing out absentee ballots.
- Check in returned ballot envelopes using a scanner and barcode system.
- Perform other related duties as assigned.

**Knowledge, Skills, Abilities:**

- Experience working with Microsoft Excel and Word.
- Comfortable working on a computer
- Fast and accurate typing
- Strong attention to detail
- Skilled customer service interactions and the ability to navigate difficult situations respectfully
- Previous experience with elections is a plus, but not required. Training will be provided on absentee law and procedures.

**Position Information:**

This position is a full-time, temporary position. Office hours are 8-5pm, Monday-Friday. Some overtime and occasional weekend hours are required.

**Salary:** \$15/hr