

Job Title: Early Voting Supply Rover

Purpose: This position will deliver supplies needed to the Early Voting sites located throughout Buncombe to ensure a continuation of service and a smooth voting process.

Minimum Education, Training and/or Experience: High School Diploma or GED. Must have a valid NC Driver's license. Customer service experience preferred.

Essential Functions of the Position:

- Must have reliable transportation to drive to and from sites.
- Must have good organizational skills.
- Must be able to understand and follow oral and written instructions.
- Adhere to security policies regarding confidential voter information.
- Perform other related duties as assigned.

Knowledge, Skills, Abilities:

- 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.
- Ability to work under stressful situations.

Position Information:

This position is a temporary full-time position. Work hours are 8:00am to 7:30pm (8-hour shift between the specified hours), with additional hours as needed. Some overtime and occasional weekend hours are required.

Salary: \$15 an hour