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.