

## **Leon County Supervisor of Elections – Elections GIS OPS**

Pay Range \$12.00-\$16.00 hr

*Part-time appointment to run until November 30, 2006*

### Job description

This is an intermediate technical position with the Leon County Supervisor of Elections Office. The individual selected for this position will work directly with the Demographic/GIS Manager and the Election Systems Manager in facilitating the technical end of the electoral process.

Candidate should possess the following skills.

- Knowledge of ArcInfo 9.1 or (ArcInfo 8.x)
- Ability to manage and create shapefiles and geodatabases.
- Geocoding addresses to polygon centroids to check for coding discrepancies.
- Basic knowledge of cartography, including production of maps for Elections staff and campaigns.
- Working knowledge of street centerlines, parcels and other address based GIS files.
- Excel data entry, formatting and general spreadsheet calculation.
- Basic Access skills, such as importing data, managing tables (including establishing joins), performing queries, and creating reports.
- Provide assistance in troubleshooting hardware/ software issues.
- Good interpersonal skills both written and verbal for dealing with the public and staff.
- Keen eye for detail with special regard to quality control of work accomplished.

The candidate should be able to work 1:00PM until 5:30PM daily. Certain specific days will require work beyond an 8 hour period.

Applications are available on our website – [www.leoncountyfl.gov/elect](http://www.leoncountyfl.gov/elect). Candidates should bring an original signed application to:

Leon County Supervisor of Elections  
315 S. Calhoun St., Lobby  
Tallahassee, FL 32301

If you have questions please contact us at (850)606-8683