

OPS ELECTION ASSISTANT

40+ Hours/Week

\$10 to \$16 per hour

Leon County Supervisor of Elections Office seeks quality-minded individuals to perform various duties relevant to elections including data entry utilizing ArcGIS and Access, Excel as well as Crystal Reports. Successful applicant will be U.S. citizen, articulate, reliable, confident with the public, willing to work evenings, weekends and holidays when necessary and able to lift 30 pounds,. Must register or be registered to vote. Experience in above software preferred and/or past experience in elections preferred. Positions are hourly wage only and will end on or before 11/26/08

A Leon County Supervisor of Elections Employment Application must be completed, signed and turned in to our office for consideration.

Application can be found at www.leoncountyfl.gov/elect or in person at the Leon County Elections Office Bank of America Bldg 315 So. Calhoun Street Suite 110. EOE

Position open until filled.