

**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 full-time seasonal 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. We do reimburse for mileage driven within the county at the current IRS rate.